Offboarding Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Done | Not applicable | Note |
| Ensure termination paperwork is complete | [ ]  | [ ]  |            |
| Inform key stakeholders (payroll, IT, operations, legal and senior management) to prepare for the exit process | [ ]  | [ ]  |       |
| Communicate the employee exit internally | [ ]  | [ ]  |       |
| Communicate the employee exit externally to clients | [ ]  | [ ]  |       |
| Ensure a handover document is created and shared with relevant stakeholders | [ ]  | [ ]  |       |
| Collect company assets | [ ]  | [ ]  |       |
| Remove software access | [ ]  | [ ]  |       |
| Arrange final payments & benefits | [ ]  | [ ]  |       |
| Review binding agreements | [ ]  | [ ]  |       |
| Conduct exit interview | [ ]  | [ ]  |       |
| Thank employee on final day | [ ]  | [ ]  |       |
| Collect exiting employee’s contact information and connect on Linkedin | [ ]  | [ ]  |       |
| Check in with remaining team members | [ ]  | [ ]  |       |
| Initiate recruiting for a replacement | [ ]  | [ ]  |       |
| Update organizational chart | [ ]  | [ ]  |       |
|       | [ ]  | [ ]  |  |
|       | [ ]  | [ ]  |  |
|       | [ ]  | [ ]  |  |

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| --- | --- | --- |
| Company assets checklist | Done | Not applicable |
| Laptop | [ ]  | [ ]  |
| Phone | [ ]  | [ ]  |
| Monitor | [ ]  | [ ]  |
| Mouse and keyboard | [ ]  | [ ]  |
| ID/Access card | [ ]  | [ ]  |
| Uniform | [ ]  | [ ]  |
| Company credit card | [ ]  | [ ]  |
| Company vehicle | [ ]  | [ ]  |
|  | [ ]  | [ ]  |
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