

Offboarding Checklist

Who's Leaving & When?

Employee Name:		Employee ID:	
Termination Type:	<input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary		
Resignation Date:			
Termination Reason:			
Last Day Worked			
Final Paycheck Due:			

Communication

			Date?	Who?	Details?
Resignation Letter Received?	Yes	No			
Termination Letter or Severance Letter Provided?	Yes	No			
Vendors/Customers Notified?	Yes	No			
Manager/s Notified?	Yes	No			
Employee's Notified?	Yes	No			
Employees Updated Contact Information Received?	Yes	No			

Company Assets

			Date?	Who?	Details?
Large Assets					
Cell Phone returned?	Yes	No			
PC/Laptop returned?	Yes	No			
Credit Card returned?	Yes	No			
Company vehicle returned?	Yes	No			

Sample Offboarding Checklist

Lingsheng Yao



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