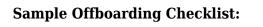


Offboarding Checklist

V	Vho's	Leavin	g & Wh	en?	
Employee Name:				Employee	ID:
Termination Type:	Voluntary	Involuntary	111		
Resignation Date:					
Termination Reason:		-			
Last Day Worked					
Final Paycheck Due:					
	Co	mmuni	cation	Who?	Details?
Resignation Letter Received?	Yes	No			
Termination Letter or Severance Letter Provided?	Yes	No			
Vendors/Customers Notified?	Yes	No	i i		
Manager/s Notified?	Yes .	No			
Employee's Notified?	Yes	No	1	- 3	
Employees Updated Contact Information Received?	Yes	No			
	Cor	mpany	Assets		
	SERVICE S		Date?	Who?	Details?
Large Assets		C. 48			
Cell Phone returned?	Yes	No			
PC/Laptop returned?	Yes	No		0.	
Credit Card returned?	Yes	No		4	
Company vehicle returned?	Vers	No	l'in		

Sample Offboarding Checklist

Crystal Lewis



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