

EMPLOYEE OFFBOARDING CHECKLIST

Task	Assigned To	Due By	Complete	Notes
Create termination letter				
File resignation/termination letter				
Get employee personal contact info				
Physical Access				
Secure building access keys				
Secure parking pass				
Company Property				
Secure company credit card				
Secure company vehicle				
Secure company uniform				
Secure company laptop				
Secure company tablet/phone				
System Access Removal				
ERP/Finance System				
CRM System				
Marketing System				
Network				
File Storage				
Video Conferencing				
Company Email				
Employee portal				
Company messaging				
Knowledge Transfer				
Create knowledge transfer plan				
Assign knowledge capture				
Procedures				
Perform exit interview				
Send/Provide final check				
Send COBRA information				
Communicate to staff				
Notify Vendor contacts				