EMPLOYEE OFFBOARDING CHECKLIST

1. Thank the leaving employee
2. Communicate about the departure
   - Don't wait
   - Be honest
3. Ensure a knowledge transfer
   - Handover document or video
   - Automate tasks or fit in an SOP
4. Recover company assets
   - Entry badge
   - Uniform
   - Laptop
   - Phone
5. Revoke systems access
6. Do an exit interview
   - Done by a 'neutral' person like HR
   - Take all feedback seriously
7. Update your organizational charts
8. Don't forget about the payroll!
   - Inform the payroll department
   - Give them details like end date, notice period, etc.
9. Stay in touch
   - Talent pool
   - Alumni group