

# Offboarding checklist

This offboarding checklist includes simple steps for HR during both voluntary and involuntary departures. It is possible – and encouraged – for organizations to adjust these steps according to their needs.

## General offboarding tasks

- Complete departure paperwork
- Inform internal teams of employee's departure
- Inform external partners of employee's departure
- Collect company assets
- Revoke software and security access
- Discuss and arrange final payments (including benefits and severance packages)
- Hold exit interview
- Verify updated contact information for employee
- Update internal organizational charts and teams

## Assets to retrieve

- Computer or laptop
- Phone
- Monitor
- Mouse and keyboard
- Security card/fob
- Credit card
- Vehicle