

Termination / Offboarding Checklist

Employee Name: _____

Position: _____

Department: _____

Termination Date: _____

1. Notification & Documentation

Item	Completed	Comments
Termination letter delivered	_____	
HR notified and documentation filed	_____	
Final payslip and benefits summary provided	_____	

2. Return of Company Property

Item	Returned	Comments
Laptop / Computer / Devices	_____	
Employee ID badge / Access cards	_____	
Keys (office, cabinets, lockers)	_____	
Other equipment (list): _____	_____	

3. Systems & Access

Item	Done	Comments
Email account deactivated	_____	
System/application access removed	_____	
Voicemail/passwords revoked	_____	

4. Knowledge Transfer & Exit Interview

Item	Completed	Comments
Knowledge transfer complete	_____	
Outstanding tasks/projects handed over	_____	
Exit interview conducted	_____	

Important Notes:

- This checklist should be tailored to the needs of each organization and department.
- Ensure compliance with company policy and legal requirements when offboarding employees.
- Maintain proper documentation for all steps completed for auditing and reference purposes.
- Use the checklist to provide a consistent and respectful offboarding experience.
- Consult HR or legal departments for updates to the offboarding process.