EMPLOYEE OFFBOARDING CHECKLIST

1 Thank the leaving employee

2 Communicate about the departure

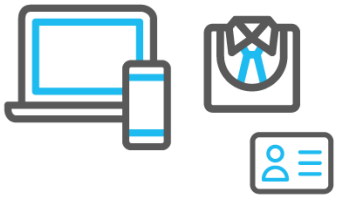
- Don't wait
- Be honest

3 Ensure a knowledge transfer

- Handover document or video
- Automate tasks or fit in an SOP

4 Recover company assets

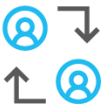
- Entry badge
- Uniform
- Laptop
- Phone



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