**EMPLOYEE OFFBOARDING CHECKLIST**

1. **Broadcast change promptly**

* Employee’s manager informs the team and HR about the departure as soon as possible
* In the email sent, the manager makes sure to give the employee farewell and gives a reason for leaving, where needed
* HR informs payroll and IT

1. **Draw up the paperwork**

* Ensure the employee signs the resignation or termination letter
* Ensure the employee sign a non-disclosure, non-compete agreement, if applicable
* Give employee his benefits’ documents
* Discuss last paycheck and maybe last bonus

1. **Set up the knowledge transfer**

* Have the employee present his daily work routine to his replacement
* Note all the documents and files that need to be transferred to the substitute or to another employee
* Make sure the successor is trained in the systems and tools needed
* Summarize final work requirements

1. **Do the exit interview**

* Ask for honest feedback and embrace all critiques
* Share the results of the exit interview with leadership, for analysis
* Act to improve the weaknesses surfaced

1. **Recover company assets**

* Collect all devices from the employee (laptop, mobile phone, etc)
* Collect uniform, keys, badges or security cards
* Liquidate any company credit cards or expense accounts

1. **End it graciously**

* Pass a farewell card around the office
* Schedule a goodbye happy hour
* Give a personalized gift

1. **Wrap it up**

* Delete employee account on shared systems, change passwords
* Remove employee from upcoming meetings
* Clear out the desk area
* Forward calls and emails to the manager or the replacement
* Update the company organizational chart