Employee Offboarding Checklist

Employee Information

- Employee Name: _____
- Job Title: _____
- Department: _____
- Last Working Day: _____
- Supervisor: _____

Pre-Separation Preparation

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Documentation and Notifications

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Company Property Return

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System Access Revocation

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Final HR Meeting

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Administrative Follow-Up

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Manager/Supervisor Acknowledgment

I confirm that all steps have been completed for the offboarding of the above-named employee.

Supervisor Signature: _____ Date: _____

HR Representative Signature: _____ Date: _____