

Employee Offboarding Checklist

Track offboarding steps including access, equipment, documents, and final communication.

Checklist

<input type="checkbox"/> Final date	<input type="checkbox"/> Access removed
<input type="checkbox"/> Equipment returned	<input type="checkbox"/> Files transferred
<input type="checkbox"/> Exit notes	<input type="checkbox"/> Payroll notified

Follow-up actions

Action	Owner	Due date	Done

Notes

Notes