Offbording Checklist

- ☐ Ask for an official letter of resignation

- ☐ Complete the termination letter

- ☐ Provide copies of relevant policies

- ☐ Create communications plan

- ☐ Schedule an exit interview

- ☐ Create a transition plan

- ☐ Provide info about retiremen/health plans

- ☐ Update their personal information

- ☐ Make final paycheck arrangements

- ☐ Collect any company-owned equipment

- ☐ Remove their access to any organizational systems

goco.io/blog/employee-offboarding-checklist-for-hr-managers/

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