Employee Name Employee ID #

Department Supervisor’s Name

**Termination Type** ⃞ **Voluntary** ⃞ **Involuntary**

Termination Date Last Day Worked

Termination Reason

Final Paycheck Date

Offboarding Checklist

|  |  |  |
| --- | --- | --- |
| ✔ | **COMMUNICATION** | **MM/DD/YYYY** |
|  | Resignation Letter Received (if Voluntary) |  |
|  | Termination Letter Sent (if Involuntary) |  |
|  | Severance Letter Sent |  |
|  | Vendors/Customers Notified |  |
|  | Manager(s) Notified |  |
|  | Employees Notified |  |
|  | Updated Contact Information Received |  |
| ✔ | **COMPANY ASSETS** | **MM/DD/YYYY** |
|  | Company Issued Computer Returned/Purchased |  |
|  | Company Issued Phone Returned |  |
|  | Company Issued Technical Equipment Returned |  |
|  | Company Issued Credit Card Returned |  |
|  | Company Issued Vehicle Returned (if applicable) |  |
| ✔ | **HR and IT RESPONSIBILITIES** | **MM/DD/YYYY** |
|  | Removed Access to Email |  |
|  | Removed Access to Company Software |  |

|  |  |  |
| --- | --- | --- |
|  | Changed Passwords |  |
|  | Removed From Payroll |  |
|  | Scheduled COBRA Benefits Continuation |  |
|  | Calculated Unused PTO and Sick Leave (pay out if company policy or state law dictates) |  |
|  | Signed NDA on File |  |
|  | Exit Interview Conducted |  |
|  | Outstanding Expenses or Reimbursements Due Calculated |  |
|  | Deductions Calculated for Final Pay |  |
|  | Final Paycheck Processed and Delivered |  |