EMPLOYEE OFFBOARDING CHECKLIST

EMPLOYEE NAME: POSİTİON: DEPARTMENT: END DATE:

CATEGORY	TASK DESCRIPTION	DEPARTMENT	DUE DATE	STATUS
Initial Steps	• Confirm resignation/termination date	HR		
	• Conduct exit interview	HR		
	• Announce departure to team	Team Leader		
Security Measures	• Deactivate employee ID/badge	Security		
	• Collect company property	Security		
	• Revoke VPN and remote access	IT		
Digital Assets	• Remove access to digital assets	IT		
	• Deactivate email account	IT		
	• Archive work files	IT		
Finance	• Process final paycheck	Finance		
	• Close expense accounts	Finance		
	• Return security deposit (if applicable)	Finance		
Work Transition	• Transfer ongoing projects/tasks	Team Leader		
	• Conduct knowledge transfer sessions	Team Leader		
HR & Admin	• Update internal directories	HR		
	• Perform final performance review	Manager		

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