# OFFBOARDING A green sign with white text  Description automatically generatedCHECKLIST

This offboarding checklist includes simple steps for HR during both voluntary and involuntary departures. It is possible — and encouraged — for organizations to adjust these steps according to an organization’s needs.

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| General offboarding tasks |
|  | **Complete** |
| Complete departure paperwork |  |
| Inform internal teams of employee’s departure |  |
| Inform external partners of employee’s departure |  |
| Collect company assets |  |
| Revoke software and security access |  |
| Discuss and arrange final payments (including benefits and severance packages) |  |
| Hold exit interview |  |
| Verify updated contact information for employee |  |
| Update internal organizational charts and teams |  |

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| Assets to retrieve |
|  | **Complete** |
| Computer or laptop |  |
| Phone |  |
| Monitor |  |
| Mouse and keyboard |  |
| Security card/fob |  |
| Credit card |  |
| Vehicle |  |

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