

# Employee Exit Checklist

*A comprehensive checklist for HR teams to ensure consistent, thorough employee offboarding.*

## Administrative

- Obtain written resignation or termination documentation.
- Record last day of employment.
- Alert HR, IT, and Payroll teams.
- Share departure announcement.
- Develop handover documentation.
- Verify all non-disclosure paperwork.
- Connect employee with career transition assistance.

## IT & Security

- Retrieve all company property.
- Inspect returned equipment.
- Revoke all system access.
- Confirm secure transfer of information.

## Payroll & Benefits

- Complete final compensation.
- End employee benefits in HRIS.
- Supply COBRA information.
- Distribute tax documents.

## Exit Interview

- Arrange exit interview.
- Archive interview findings.

## Post-Exit Communication

- Deliver a personalized message of appreciation.
- Provide enrollment in alumni program.
- Optional: Maintain connection via alumni networks.