

Employee Exit / Offboarding Checklist

EMPLOYEE EXIT / OFFBOARDING CHECKLIST

Employee: [EMPLOYEE NAME] | Job title: [JOB TITLE] | Department: [DEPARTMENT]

Manager: [MANAGER NAME] | Last day: [LAST DAY] | Separation type: [RESIGNATION / TERMINATION / LAYOFF / RETIREMENT]

Accounts & access (complete on last day)

- Disable email, HRIS, payroll, chat, project tools, VPN, and SSO
- Revoke building/badge access and parking
- Remove from distribution lists, shared drives, and admin roles
- Forward email / set out-of-office per [RETENTION POLICY]
- Change shared passwords the employee knew

Equipment & property

- Laptop / desktop returned: ☐ Yes Condition: _____
- Phone / tablet returned: ☐ Yes / ☐ N/A
- Badge, keys, parking pass returned: ☐ Yes
- Company credit card collected and cancelled: ☐ Yes / ☐ N/A
- Other: [LIST] — Collected by: _____ Date: _____

Final pay & benefits

- Final paycheck prepared per [STATE] final-pay timing rules — Pay date: _____
- Accrued unused vacation/PTO paid per policy and state law: _____ hours
- Benefits end date communicated: _____
- COBRA / continuation notice sent: ☐ Yes Date: _____
- 401(k) / retirement distribution options provided: ☐ Yes

Knowledge transfer & records

- Handoff document completed; duties reassigned to: [NAMES]
- Client/vendor contacts notified as needed
- Personnel file updated; separation notes filed
- Exit interview offered: ☐ Completed ☐ Declined Date: _____

Sign-off

HR signature: _____ Date: _____

Manager signature: _____ Date: _____

General template only — not legal advice. Have employment counsel review before use, especially for state-specific requirements. Downloaded from AskHrAI (<https://askhr.ai/forms/exit-checklist>).