Employee Off-Boarding Checklist

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| --- | --- |
| Employee: | Last Day Worked: |
| Title: | Date Checklist Completed: |
| Department: | Supervisor: |

*Prior to an employee’s last day at \_\_\_\_\_\_\_\_\_\_\_\_\_, please review this list to ensure that all applicable property has been collected. The employee, as well as the department head, must sign this document to verify that all property has been turned in.*

|  |  |
| --- | --- |
| Item | Turned In? Comments? |
| Keys (office building, suite, car) |  |
| Equipment (including but not limited to laptop, cell phone) |  |
| Access cards |  |
| Have all passwords for company systems been added to the company password manager? |  |
| Files, documents, emails have been provided to supervisor/colleague |  |
| Confirm that no files, emails, etc., remain on a personal device |  |
| Forward voicemail and telephone password to supervisor |  |
| Reroute email |  |
| Change common passwords (i.e. wifi) |  |
| Has notification to vendors, employees, and clients occurred? |  |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have returned all items belonging to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, deleted any company information on other personal devices under my control and agree to keep all company trade secrets, plans, processes, customer lists, and other intellectual property confidential.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name Supervisor Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Supervisor Signature

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Date Date