

# Termination of Employee SOP

## Purpose:

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This document is the procedure for offboarding employees

## Scope:

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Offboarding is the process that leads to the formal separation between an employee and a company through resignation, termination, or retirement.

## Responsibilities:

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The IT department (individual who takes the ticket) will be responsible for removing and deleting the accounts and related access to systems as part of the termination of employee process.

## Prerequisites:

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The IT department at Team Knonsense is responsible for the implementation, maintenance and review of this policy. This will only be done by the IT department, following our set SOP.

[SOPs](#)

## Procedure:

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- Disable the departing employee's access to company systems, networks, and databases, ensuring they no longer have access to confidential or sensitive information.
- Update user accounts, revoke permissions, and remove their email address from distribution lists.
- Follow SOP #2 Securely Dispose of Data

## References:

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[SOPs](#)

## Definitions:

Offboarding -the process of disengaging an employee from their position within a company, a practice used both for people who choose to leave, and for those who are laid off.

IT - Information Technology

SOP - Standard Operating Procedure

## Revision History:

5/16/2023 - Eddie Ayala

5/18/2023 - Raphael Chookagian