

Termination of Employee SOP

Purpose:

This document is the procedure for offboarding employees

Scope:

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

Responsibilities:

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:

This will only be done by the IT department, following our set SOP.

SOPs

Procedure:

- 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:

[SOP #2 Link](#)

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:

EA - Revision 0.1 5/16/23