Off Boarding Checklist

- 1. Thank the leaving employee ABC ABC
- 2. Communicate about the departure (don't wait and be honest) XYZ XYZ
- 3. Ensure a knowledge transfer
- 4. Recover company assets
- 5. Revoke system access
- 6. Do an exit interview
- 7. Update your organizational charts
- 8. Don't forget about the payroll
- 9. Stay in touch