# Brew Beans Café - Employee Offboarding Checklist

This checklist is designed to ensure a smooth and professional offboarding process for employees leaving Brew Beans Café. It includes all necessary steps to complete the transition, recover company assets, and maintain operational continuity.

## 1. Resignation & Documentation

* ☐ Receive formal resignation letter (email or hard copy).
* ☐ Acknowledge and accept resignation in writing.
* ☐ Confirm last working day and notice period compliance.
* ☐ Update HR records and payroll system.

## 2. Knowledge Transfer

* ☐ Assign knowledge transfer responsibilities.
* ☐ Document key tasks, contacts, and procedures.
* ☐ Conduct handover sessions with team members or replacement.
* ☐ Ensure all pending work is completed or reassigned.

## 3. Return of Company Property

* ☐ Collect ID badge or access card.
* ☐ Return uniforms, aprons, or branded items.
* ☐ Return keys, lockers, or storage access.
* ☐ Return any company-owned devices (POS, tablets, etc.).

## 4. Final Settlement

* ☐ Calculate final salary including pending leaves or deductions.
* ☐ Clear any advances or reimbursements.
* ☐ Issue final payslip and relieving letter.
* ☐ Update tax and compliance records.

## 5. Exit Interview

* ☐ Schedule and conduct exit interview.
* ☐ Document feedback and suggestions.
* ☐ Maintain confidentiality of responses.

## 6. Revocation of Access

* ☐ Deactivate email and system logins.
* ☐ Remove access to POS, inventory, or HR systems.
* ☐ Update team rosters and communication groups.

## 7. Acknowledgment

* ☐ Employee signs off on checklist completion.
* ☐ HR/Manager signs off on checklist verification.