

# EMPLOYEE OFFBOARDING AGREEMENT

This Employee Offboarding Agreement (the "Agreement") is entered into on \_\_\_\_\_ by and between:

GreenLeaf Analytics Inc., a company organized under the laws of Delaware, with its principal place of business at San Francisco, California (the "Company")

and

\_\_\_\_\_, (the "Employee")

## 1. SEPARATION DETAILS

1.1. The Employee's last day of employment with the Company will be \_\_\_\_\_ (the "Separation Date").

1.2. Department: \_\_\_\_\_

Position: \_\_\_\_\_

## 2. RETURN OF COMPANY PROPERTY

2.1. The Employee confirms the return of all Company property, including but not limited to:

- Laptop and other electronic devices
- Security badges and access cards
- Documents and files (both physical and electronic)
- Software and access credentials
- Any other Company-owned items

## 3. INTELLECTUAL PROPERTY

3.1. The Employee acknowledges and reaffirms that:

- a) All intellectual property created during employment belongs to the Company
- b) All work products and developments remain Company property
- c) Any pending work or projects will be properly documented and transferred

3.2. The Employee agrees to:

- a) Assist with any IP-related matters if needed after departure
- b) Sign any necessary documents to protect Company IP
- c) Not use or disclose any Company IP after departure

## 4. CONFIDENTIALITY

4.1. The Employee reaffirms their commitment to:

- a) Maintain confidentiality of all Company information
- b) Not disclose trade secrets or proprietary information
- c) Delete or return all confidential information in their possession

4.2. These confidentiality obligations survive employment termination.

## 5. KNOWLEDGE TRANSFER

5.1. The Employee agrees to:

- a) Document current projects and status
- b) Transfer all relevant files and information
- c) Brief team members on ongoing work
- d) Provide passwords and access details for work-related accounts

## 6. FINAL ACKNOWLEDGMENTS

6.1. The Employee acknowledges:

- a) Receipt of all final payments and benefits
- b) No unauthorized copies of Company information retained
- c) All login credentials have been provided to supervisor
- d) All expense reports have been submitted

## 7. GENERAL PROVISIONS

7.1. This Agreement constitutes the entire understanding regarding the offboarding process.

7.2. This Agreement shall be governed by the laws of California.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

### COMPANY

Company: GreenLeaf Analytics Inc.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### EMPLOYEE

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### SUPERVISOR

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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