**EMPLOYEE OFFBOARDING CHECKLIST ITEMS**

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| --- | --- | --- |
| 1 | Resignation Mail | Upload |
| 2 | Approval Mail from the Manager | Upload |
| 3 | Last working day agreed by the Manager | Date |
| 4 | Timesheet for the last working month with approval from the Manager | Upload |
| 5 | Claims with Manager's approval, if any | Upload |
| 6 | Return Insurance Cards | Received Yes/No |
| 7 | Return EP, DP Cards | Received Yes/No |
| 8 | No-due or clearance mail from the client | Upload |
| 9 | Company Laptop submission | Received Yes/No |
| 10 | Company Mobile submission | Received Yes/No |

Add Laptop/Mobile details in employee master

Add Resignation withdrawal option aswell