**EMPLOYEE OFFBOARDING CHECKLISTS**

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