Offboarding checklist

✓ ## Process their resignation

Fill out any necessary paperwork, notify HR and any other relevant departments such as IT and security etc.

✓ ## Communicate the change with the rest of the team/ department and wider company (if applicable)

Notify the relevant people and departments as soon as possible.

✓ ## Recover company assets & revoke system access

Make a list of any devices, security passes or credit cards that need collecting.

✓ ## Submit final pay process

Process final salary payment including any unused holiday, P45s etc.

✓ ## Initiate a knowledge transfer

Document any important tasks in their role and plan for someone to learn it before they leave.

✓ ## Exit interview

Ask for honest feedback to share with leadership.

✓ ## Celebrate their contribution

With a meal or goodbye drink to send them off on good terms

✓ ## Tie up loose ends

Remove them from meetings, redirect calls etc.

clevry

Book a demo

www.clevry.com

01273 734000

letterbox.uk@clevry.com

clevry