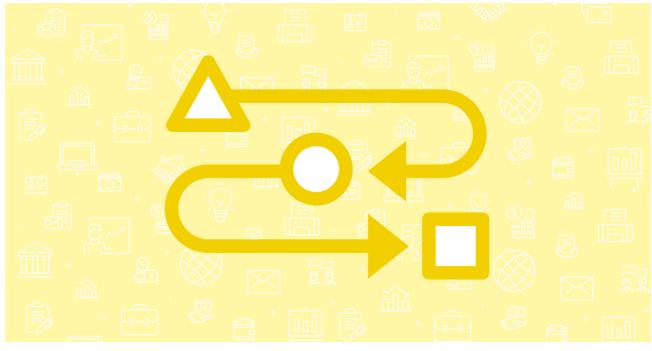
## **Employee Off-Boarding Checklist**

Each time you end a contract with an employee or freelancer, complete these processes to ensure a smooth and efficient off-boarding experience for your team member.



Professional thank your employee or freelancer for their time and work (meeting, phone, email, etc) However you usually communicate with each team member			
Begin the knowledge transfer process			
Gather employee client knowledge (VIP clients, current situations,etc)			
Project knowledge			
Daily routine			
All logins and passwords			
Prepare off-boarding paperwork			
Letter of resignation or termination			
Non-disclosure and non-compete agreements			
Employee benefits document(s)			
Recover all company assets			
Revoke access to all internal and external platforms and software			
Change passwords to all internal and external platforms and software			
Announce team members departure to the rest of the team or company			
Schedule an exit interview			
Plan a good-bye gift, lunch, card, etc for employee			
Update employee directory			

Begin transfer of responsibilities or onboarding of new employee	
Update payroll (send out last payroll check and end employment in payrol	l system)
Write a letter of recommendation (if requested)	
End employment (change status of employee)	
Remove employee from all communication forms	
Remove employee from all upcoming meetings and projects	
Update employment status with insurance provider, 401K, benefits, p	payouts, etc
Close/file employee folder	
Clean employees desk and have desk area ready for future employee	Make and Share Free Checklists checkli.com