Employee name :

1. ☐ Confirm the resignation date as well as their last working day.

2. ☐ Inform the team and other colleagues

3. ☐ Schedule an exit-interview

4. ☐ Make sure the employee's tasks are handed over

5. ☐ Collect any items that has been used by the employee (IT equipment, keys, etc.)

6. ☐ Buy a farewell present and a card to match

7. ☐ Plan a farewell get-together on their last working day

8. ☐ Ask the IT department to deregister the employee in your systems

9. ☐ Unsubscribe to parking, newspapers or gym memberships

10. ☐ Update your organization chart, website and other places where the employee occurs

OFFBOARDING CHECKLIST

It is also possible to enter the tasks into **HR-ON Staff** with the **Processes** tool and create an offboarding checklist.

Here you can assign the various tasks to your colleagues, who can access them directly via their own personal **dashboard in HR-ON Staff.**

HR-ON

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