

Employee Offboarding Checklist

A quick reference checklist for handling an employee's departure smoothly, from confirming their leaving date through to their final day and beyond.

Use this checklist alongside your own policies. Tick off each step as you go, and adapt the order to suit how your business handles leavers.

- ☐ Confirm the leaving date, last working day, and reason for leaving
- ☐ Notify the employee's manager, payroll, IT and any relevant administrators
- ☐ Calculate final pay and any pro-rata holiday entitlement owed
- ☐ Decide when system access should be removed, either immediately or on their last working day
- ☐ Collect company property, such as equipment, ID badges, and keys
- ☐ Arrange a handover of responsibilities or cover for the employee's role
- ☐ Conduct an exit interview to capture honest feedback
- ☐ Decide what should happen to the employee's records afterwards
- ☐ Be ready to provide a reference if one is requested later

Before you start

- Start as soon as a leaving date is confirmed, not on the employee's last day.
- Automate notifications to managers, payroll and IT wherever you can.
- Review what happens to employee records afterwards, in line with GDPR.

Full guide: sense.hr/guides/employee-offboarding-checklist

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