Employee Offboarding Checklist

Employee name: _____   Department: _____

Supervisor name: _____   Separation date: _____

Item(s) to collect	Done	If No, explain
Computer, laptop and any other company equipment		
All digital certificates, key files, and passwords, including any client certificates that may be used for identity verification and/or "signing" purposes		
Keys to any company building or equipment (file cabinets, company car, machinery, etc.)		
ID badge		
VPN key fob or card		

Actions to perform	Done	If No, explain
Instruct employee to remove personal data from company devices and accounts within a clear timeframe.		
Inform employee that devices, files, accounts, etc. revert to the company after they leave.		
Transfer ownership or access to any company records to the employee's department. This includes records stored on non-company devices.		
Have employee remove company data from personal file sharing services and non-company devices.		
Have employee sign an agreement acknowledging that their data has been removed from personal services and devices.		

Actions to perform	Done	If No, explain
Have employee sign a non-compete or other NDA agreements.		
Ask employee whether there is any sensitive data on devices or in accounts that must be protected.		
Securely wipe employee's laptop or computer and retain custody of all equipment.		
Disable ActiveSync and Active Directory for the employee.		
Disable employees accounts on external web-apps		