

# MANAGER OFFBOARDING COLLECTION CHECKLIST TEMPLATE

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———— Always consult your legal counsel and management before implementing any new policies ————

*Submit to human resources within 2 business days of receiving a resignation letter or when an employee is terminated.*

DEPARTING EMPLOYEE NAME

EMPLOYEE ID

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DEPARTMENT

LAST DAY OF EMPLOYMENT

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TITLE

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X	TASKS
	Collect resignation letter from employee
	Send original resignation letter to HR
	Request HR or Benefits to send benefit information to employee
	Notify Information Technology Services and collect appropriate items:
	• Keys / Swipe card / Security card
	• ID Card
	• Uniform
	• Communication Equipment
	• Computer Equipment
	• Travel & Entertainment Card and P-Card (from Employee)

MANAGER / SUPERVISOR SIGNATURE

DATE

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