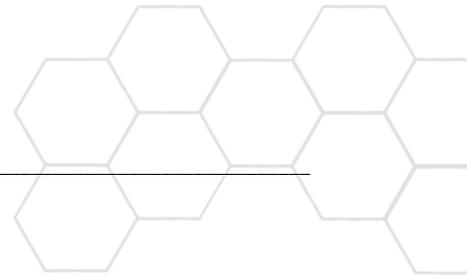




PEOPLE HIVE
Human Resources Consultancies

FREE HR TEMPLATES/CHECKLISTS
OFFBOARDING & CLEARANCE CHECKLIST



RESIGNATION / TERMINATION DOCUMENTED

Confirm that all resignations or terminations are formally documented in writing, as verbal exits create confusion and legal risk; good practice is issuing or receiving written confirmation and filing it in the employee record.

NOTICE PERIOD CONFIRMED

Verify the applicable notice period and last working day based on the employment contract and company policy, as unclear timelines lead to last-minute disputes; good practice is confirming notice details in writing at the start of the exit process.

KNOWLEDGE HANDOVER COMPLETED

Ensure that work responsibilities, files, and key information are properly handed over, as unmanaged exits disrupt operations and knowledge continuity; good practice is using a handover checklist with manager sign-off.

ASSET RETURN VERIFIED

Check that all company assets such as laptops, IDs, access cards, and documents are returned, as missing assets pose financial and security risks; good practice is documenting returns through a clearance form.

SYSTEM ACCESS REVOKED

Confirm that access to systems, email, and internal platforms is revoked on or before the last working day, as delayed access creates data security exposure; good practice is coordinating IT and HR to deactivate access promptly.

FINAL SETTLEMENT CALCULATED

Ensure that final pay, unused leave, and end-of-service benefits are accurately calculated, as errors lead to disputes and reputational damage; good practice is reviewing calculations against contracts and records before payment.

EXIT INTERVIEW CONDUCTED

Verify that an exit interview is conducted where appropriate, as departures provide valuable insight into workplace issues; good practice is documenting feedback to inform HR and management improvements.

EMPLOYEE FILE CLOSED

Confirm that the employee file is fully updated and closed after exit, as incomplete records create audit and compliance issues; good practice is archiving files securely in line with record retention requirements.

-END-

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Users are responsible for adapting this template to their jurisdiction and organizational requirements.

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