

Employee offboarding checklist

Use this alongside the guide. Updated October 14, 2026.

- ☐ Review termination decisions with HR for documentation and consistency
- ☐ Check for recent complaints, leave, or accommodation requests before acting
- ☐ Plan the termination meeting with manager and HR present
- ☐ Confirm the state's final pay deadline and prepare the check
- ☐ Check the state's rules on paying out accrued vacation or PTO
- ☐ Tell the employee when benefits end
- ☐ Notify the COBRA administrator within 30 days, if COBRA applies
- ☐ Provide required state unemployment insurance notices
- ☐ Meet OWBPA requirements in releases for employees 40 and over
- ☐ Check WARN and state notice laws before any layoff
- ☐ Coordinate access removal with IT
- ☐ Recover equipment, with prepaid shipping for remote employees
- ☐ Collect documentation and run handover meetings
- ☐ Offer an exit interview for voluntary departures
- ☐ Communicate the departure to the team respectfully

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