

Offboarding checklist

Every step for an employee exit, made for startups, scaleups, agencies and SMBs.

Name	Role / team	Coordinated by
Notice received on	Last working day	Access cut-off (date, time)
		Exit date

Tick off on the left what is done. Mark on the right what does not apply to you. The owner is a suggestion. IT means whoever handles IT for you. In small teams one person often has several roles.

As soon as notice is given [Take stock](#)

Done	Owner	N/A
☐ Confirm receipt of the notice, record the exit date and last working day	People/Office	☐
☐ Clarify remaining vacation and overtime: taken or paid out	People/Office	☐
☐ Record the exit in the HR tool, inform the team lead and finance	People/Office	☐
☐ Check the employment contract: non-compete, repayment of training costs	People/Office	☐
☐ Check employee equity (VSOP/ESOP): vesting, good or bad leaver	Founders	☐
☐ Create an inventory: laptop, accessories, tools, accounts, admin roles, company card, keys, phone contract	IT	☐
☐ Set up a handover plan: tasks, projects, clients and successor	Team lead	☐
☐ Decide when and how clients and partners learn about the change	Team lead	☐

In the last two weeks [Hand over](#)

Done	Owner	N/A
☐ Hand over knowledge: documentation, handover meetings, open items	Team lead	☐
☐ Transfer files, shared folders, recurring calendar events and automations	IT	☐
☐ Transfer admin roles and billing contacts in every tool	Tool owner	☐
☐ Move accounts in the person's name to the company: domains, social media, app stores, subscriptions on a private card	IT	☐
☐ Switch client access (ad accounts, analytics, CMS) to the successor, have the client remove the person	Team lead	☐
☐ Check automations and API keys tied to the person and move them to a team account	IT	☐
☐ Change shared passwords the person knew	Tool owner	☐
☐ Plan licenses: reassign or cancel, check notice periods	Finance	☐
☐ Schedule the laptop return, arrange shipping for remote employees	IT	☐
☐ Hold the exit interview	People/Office	☐
☐ Agree how the mailbox will be handled, have private content deleted	People/Office	☐
☐ Prepare the reference letter	People/Office	☐

On access cut-off day Usually the last working day

Done

Owner N/A

☐	Take back laptop and accessories with a return record (serial number, condition, signature)	IT	☐
☐	Take back keys and access cards, including coworking	People/Office	☐
☐	Block the company card, at the bank or in the spend tool	Finance	☐
☐	Suspend the Google Workspace or Microsoft 365 account, end active sessions	IT	☐
☐	Remove app passwords and devices registered for two-factor sign-in	IT	☐
☐	Remove access in every tool with its own login, one by one	Tool owner	☐
☐	Remove VPN, cloud and developer access, for example GitHub or AWS	IT	☐
☐	Set an out-of-office reply with a contact person	IT	☐
☐	Remove from groups, mailing lists and Slack or Teams channels	IT	☐

After the exit Wrap up

Done

Owner N/A

☐	Cancel or reassign licenses, reduce seats before the next renewal	Finance	☐
☐	Wipe the laptop, reissue or retire it, return or reassign rented devices	IT	☐
☐	Cancel or transfer the phone contract and number	Finance	☐
☐	Keep business emails you must retain, delete the mailbox after the agreed period	IT	☐
☐	Deregister from social security on time (in Germany: within six weeks)	People/Office	☐
☐	Submit the employment certificate on request (in Germany: via BEA)	People/Office	☐
☐	Issue the vacation certificate and final payroll incl. payout of unused vacation	Finance	☐
☐	Hand over the reference letter (electronic: consent + qualified e-signature)	People/Office	☐
☐	Settle open expenses and company card statements	Finance	☐
☐	Review the checklist: everything done and documented	People/Office	☐

Wrap-up For your records

Open items, owners and dates

Completed on

Checked by

Note: This checklist is for guidance and does not replace legal advice. Deadlines and obligations refer to Germany, as of October 2026. Agree on how to handle the mailbox with your data protection officer.