



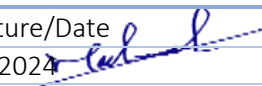
## Employee Offboarding Checklist Form

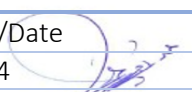
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## Control-Page

Document Amendment Record			
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0.1	Aug 2023	Muhaned Ali	First Release
0.2	11 Aug 2023	Muhaned Ali	The document has been updated and reviewed



Employee Offboarding Checklist Form		
<b>Personnel Information:</b>		
Name: _____	Position: _____	
Department: _____	Hiring Date: _____	
Office Location: _____	Last Working Date: _____	
<b>Direct Manager</b>	To confirm that proper Hand Over has been done, please click below:	
<b>Item</b>	<b>Cleared</b>	<b>Not Cleared</b>
Employee submitted all documentations / Files		
Employee submitted all data / contacts / relevant information		
Office Space is cleaned & cleared		
All suspended jobs have been submitted completely.		
<u>Comments:</u>		
Head Of Department Name: _____	Signature: _____	
<b>IT Department</b>		
<b>Item</b>	<b>Cleared</b>	<b>Not Cleared</b>
1- Laptop / PC submitted		
2- Email has been transferred / disabled		
3- Disable access to Odoo		
4- Disable access to client's Assets		
Head Of Department Name: _____	Signature: _____	