

Employee Offboarding

A process documentation example for an HR partner closing out a departure.

Document Control

Process ID	HR-031
Owner	HR Business Partner
Version	3.4
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Scope

TRIGGER

Resignation accepted or termination confirmed.

FINISH CONDITION

All access revoked, assets returned, final pay processed.

Procedure

- ☐ **1. HR partner records the last working day and notifies the manager, IT and payroll the same day**

Owner: HR partner · Output: offboarding record created with the date

- ☐ **2. Manager and leaver agree a handover document naming who takes each ongoing responsibility**

Owner: Manager and leaver · Output: handover doc with an owner per item

- ☐ **3. Manager books a 60-minute walkthrough of live work and records it for the successor**

Owner: Manager · Output: recording linked in the handover doc

- ☐ **4. IT revokes SSO, email and admin access within 2 hours of the last working day**

Owner: IT · Output: access-revocation checklist signed

- ☐ **5. HR partner collects laptop, badge and any keys and logs the asset return**

Owner: HR partner · Output: asset log updated

- ☐ **6. Payroll processes final pay including accrued leave in the next cycle**

Owner: Payroll · Output: final payslip issued

- ☐ **7. HR partner runs the exit interview within 5 business days and files the notes**

Owner: HR partner · Output: exit notes filed

EXCEPTION

Involuntary departures reverse the order, access is revoked before notification.