



Offboarding Checklist

Name:

Job title:

Line Manager:

Notice Date:

Last Day Date:

HR

Check the following	Date Completed	Actions
Inform Agency (Contractors Only)		Point of notice
Check Rebate Period (Contractors Only)		Point of notice
Update Payroll		Point of notice
Update Aviva Health Insurance		Point of notice
Inform TP Group		Point of notice
Resign the OSA <u>MVR The Official Secrets Act</u>		Last day
Update Structure Chart <u>Metaverse VR Structure</u>		Last day
Update Meet the Team SharePoint		Last day
Return Access Pass(s)		Last day
Remove from Whats App Group		Last day

IT Manager

Check the following	Date Completed	Actions
Request IT Access Restricted (DEV)		During last week
Software Account Transfer (Adobe, 3DS MAX)		During Last Week
Set Out of Office		Last day
Return all IT and Phone Equipment		Last day
Remove from Teams and Outlook Groups		Last day

Line Manager /SLT

Check the following	Date Completed	Actions
Inform Capita if applicable MOD Net		Point of notice
Exit interview		During last week
Thank you email form SLT		During last week

Any Other Comments