

Offboarding process

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Before offboarding

1. Global communication of departure inside the company

Make sure the employee's direct team, managers and subordinates know what's going on, as well as payroll and IT.

2. Transfer to employee's successor

If no successor planned transfer to employee's manager / team.

Offboarding

3. Recovery of assets

Phone, computer, any equipment.

4. Final pay process

5. Certificate of service

6. Letters of reference

Week after offboarding

7. Update organizational chart & directory

Replace in chart & directory by successor.

8. Revoke systems access

Remove accesses to: company mails, extranet, development tools, projects.

9. Revoke licences

Remove any registered licence.

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Revision History

1.1

Date of change: 01/12/2019

Responsible: Technical team

Summary of Change: Document identifier change

1.0

Date of change: 01/12/2019

Responsible: Administrative & Technical teams

Summary of Change: Initial release

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