



Offboarding Templates

Ending employment doesn't have to be a negative experience. These templates ensure the smoothest possible transition for any situation. [Learn more](#) about these templates.

Offboarding checklist

To make sure the offboarding process is as smooth as possible, there are certain tasks that need to be completed. This checklist will help you make sure you don't miss a thing.

- **Work with HR:** As soon as you know an employee is leaving, notify HR so they can start the offboarding process. If you are new to offboarding, ensuring you have a conversation early about how to document any performance problems or other issues will be key to ensuring the company is legally protected during this important process.
- **Notify relevant parties:** When an employee leaves a company, it's important to notify the relevant parties. This includes the HR department, the employee's manager, and any other team members they worked closely with.
- **Return company property:** All company property must be returned before an employee leaves. This includes laptops, phones, credit cards, keys, and any other items that were given to them for work purposes.
- **Destroy confidential information:** Any confidential information that the employee has must be destroyed. This includes hard copies of documents as well as digital files.
- **Complete an exit interview:** An exit interview is a chance for the employer to learn more about why the employee is leaving and get feedback on their time at the company. It's also an opportunity for the employee to ask any questions they may have.



- Close out any final compensation: The final step is to send any compensation or severance that has been agreed upon. This includes ensuring that all relevant paperwork is signed and any final payments are made.

The offboarding process is important to ensure a smooth transition for both the employer and the employee. With this offboarding checklist, you can make sure that all the necessary tasks are completed and that everyone involved feels respected and appreciated.

Layoff email template ([edit](#))

ANATOMY OF A COMPANY LAYOFF EMAIL

Sustain engagement and keep the door open for future collaboration during a layoff

The diagram illustrates the structure of a layoff email template. It features a central text area with various components labeled with lines pointing to them:

- LAYOFF EMAIL TEMPLATE**: The title of the email.
- LOGO**: A placeholder for the company logo, labeled as "Logo (optional)".
- [Date]**: A placeholder for the date, labeled as "Date".
- Dear [Employee Name],**: The salutation.
- Body details**: A line pointing to the main body text, which includes:
 - A paragraph explaining the company's challenging time and the decision to reduce workforce.
 - A paragraph stating the decision to let the employee go and the effective date.
 - A paragraph acknowledging the difficulty and offering support from the manager.
 - A paragraph detailing the severance payment and return of equipment instructions.
 - A paragraph thanking the employee for their contributions.
 - A paragraph providing contact information for questions.
 - A closing: "Sincerely, [Your name] [Contact name]"
- Contact information**: A line pointing to the contact information paragraph.
- Severance information and return of equipment**: A line pointing to the paragraph detailing the severance payment and return of equipment instructions.

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Resignation letter template ([edit](#))

ANATOMY OF A RESIGNATION LETTER

Leave on a high note with trust and keep the door open for future collaboration

The diagram shows a resignation letter template with the following components and labels:

- EMPLOYEE RESIGNATION LETTER TEMPLATE**: Title at the top left.
- Logo (optional)**: A dark box with the word "LOGO" in white, located at the top right.
- Date**: A bracketed "[Date]" label located below the logo.
- Body details**: A bracketed label on the left side pointing to the main text of the letter.
- Closing**: A bracketed label on the right side pointing to the closing paragraph.
- Contact information**: A bracketed label on the left side pointing to the signature and contact details.

The letter content includes: "Dear [Manager's Name],", a formal resignation statement, a thank-you paragraph, a closing paragraph, and a signature block with "[Signature]", "[Your name]", and "[Contact information]".

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Related templates:

- [Change Management Roadmap](#) (Excel, Google Slides)
- [Change Management Communications Plan](#) (Excel, Google Slides)
- [Change Management Plan Doc](#) (Word)
- [Change Management Plan Doc](#) (Google Docs)