



## Employee Offboarding Checklist

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Access should be removed the same day someone leaves - not next week, not when someone remembers. Most business data incidents involving former employees happen in the gap between departure and access removal.

Employee name: \_\_\_\_\_ Last day: \_\_\_\_\_

Role / department: \_\_\_\_\_ Type:  Voluntary  Involuntary

### Same day - accounts and access (do these first)

- Disable email account sign-in (do not delete the mailbox yet)
- Disable computer login if not tied to SSO / email (local account, shared machine, etc.)
- Reset or revoke password for every business application
- Revoke MFA devices and app sessions (Microsoft 365 / Google: sign out all sessions)
- Remove from password manager and rotate any shared credentials they knew
- Disable VPN / remote access
- Deactivate door access badge / codes
- Remove from phone system (extension, call groups, voicemail PIN)
- Check for personal forwarding rules or delegates on their mailbox

### Same day - equipment

- Collect laptop / desktop, monitors, dock, peripherals
- Collect mobile phone, tablet, hotspot (or remove business data via MDM)
- Collect keys, badge, and any company cards

- Note equipment condition and update the asset inventory

### Within the first week

- Set up email forwarding or auto-reply to a manager (decide retention period)
- Transfer file ownership (OneDrive / Google Drive / shared folders)
- Reassign owned resources: shared mailboxes, calendars, distribution lists, licenses
- Review what the person had admin rights to - rotate those credentials
- Remove from third-party services (industry software, portals, vendor accounts)
- Reclaim or reassign software licenses

### Within 30 days

- Archive the mailbox and files per your retention policy, then remove the license
- Confirm no orphaned accounts remain (search apps for their name/email)
- Wipe and re-image the returned computer before reassignment
- Final asset inventory update

### Notes

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Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Tip: Offboarding is easiest when onboarding was documented - if you know exactly what someone was given, you know exactly what to take back. Pair this with our New Hire IT Setup Checklist.