
Professional Remote Employee Offboarding Checklist

Preparation phase



Preparation phase

- Notify IT and HR: Ensure HR informs the IT department about the employee's departure well in advance
- Access inventory: List all systems, software, and accounts the departing employee has access to.

💡 **Tip:** Use a centralized access management tool to keep track of employee access and permissions for easier tracking.



Bonus: Offboarding email to employee template

Subject: Important Information: Your Departure from [Company Name]

Dear [Employee's First Name],

I hope this email finds you well. We would like to extend our deepest appreciation for your contributions to [Company Name]. We understand that, as in life, professional journeys also take various paths.

Access and Account Management:

- Email Access:** As of your last working day, your company email access will be disabled.
- Account Deactivation:** Your access to company systems, including network accounts, software, and tools, will be revoked.
- Password Reset:** To ensure security, all of your passwords for company accounts will be reset.
- Remote Device Wipe:** If applicable, a remote data wipe will be initiated on your company-provided devices to protect sensitive information.
- Software License Retrieval:** Any company-owned software on your personal devices should be uninstalled.
- Data and Information:** If necessary, we can assist you in transferring personal data from your company device to your personal one.
- Hardware and Company Property:** Please coordinate with our IT department to return your company laptop, charger, and any other company-own devices and accessories.
- Exit Interview:** We encourage you to participate in an online exit interview on [date] via this link<insert meeting link>.
- Documentation and Knowledge Transfer:** Ensure that you hand over all relevant documentation, passwords, and knowledge related to your role.

Please do not hesitate to reach out to our HR department if you have any questions or require further assistance during this transition.

Once again, thank you for your dedication and hard work at [Company Name].

Warm regards,

[Your Name]

[Your Title]

[Company Name]

Access revocation



Preparation phase

- **Email access:** Disable the employee's email access or forward emails to the manager if needed.
- **Account deactivation:** Revoke access to company systems, including network accounts, software, and tools.
 - 📌 **Example:** Deactivate the departing employee's access to project management tools, Google business tools, assets storage tools, or any tools unrelated to the offboarding process.
- **Password reset:** Reset the employee's passwords for all accounts to prevent unauthorized access.
- **Remote device wipe:** If the employee uses a company laptop or mobile device, initiate a remote data wipe.
 - 💡 **Bonus tip:** Provide guidance on data backup before remotely wiping the device with remote IT tools like [Esevel](#).
- **Software license retrieval:** Uninstall any company-owned software on the employee's personal devices.
- **File and data retrieval:** Ensure critical files and data are backed up and accessible to the team.
 - 💡 **Bonus tip:** Transfer important project files to a shared team folder, remember to also transfer the ownership not just change the location.



Hardware Retrieval

Hardware Retrieval

- **Company laptop:** Coordinate with the employee to return the company laptop, charger, and any accessories.
- **Other company devices:** Collect any other company-owned devices (e.g., mobile phones, tablets).
- 💡 **Bonus tip:** Leverage Esevel's in-country IT service team can collect and safely store all departing employees' devices for you.



Data Backup



Data Backup

- **Data transfer:** Assist the employee in transferring any personal data from the company device to their personal one.

📌 **Example:** Send an email or hold a short virtual meeting to walk through the data transfer process with the employee.

- **Data backup:** Back up and archive the employee's data securely, ensuring it is accessible if needed in the future.

💡 **Bonus tip:** Always confirm with the departing employee via email or text message if they've transferred all personal data before initiating a full data wipe.

Software and Application Management



Software and Application Management

- **Software licenses:** Revoke licenses from any software the employee had access to.
- **Reassign tools:** Consider reassigning the departed employee's software subscriptions or licenses to another team member.
- 💡 **Bonus tip:** Conduct a software usage review. Some tools may no longer be needed if they were specific to the departing employee's role.



Communication



Communication

- **Email forwarding:** Set up email forwarding or auto-responses for the departed employee's email address if necessary.

📌 **Example:** For Gmail, you can set up the forwarding email in the “Forwarding and POP/IMAP” tab in the settings panel. To set up auto-response, find the “Vacation Responder” section in the “General Settings” tab.

- **Notify teams:** Inform relevant teams about the employee's departure, ensuring a smooth transition of responsibilities.

📌 **Example:** “[Employee's name] will be departing from [Company's name] on [Date]. Please reach out if there are pending tasks or collaborations.”



Exit interview



Exit interview

- **Feedback:** Conduct an exit interview to gather feedback on IT processes, hardware, and software used by the departing employee.
- 💡 **Bonus tip:** Use the feedback from the exit interview to continuously improve the employee experience of future employees and reduce the turn over rate.



Documentation and Archiving

Documentation and Archiving

- Documentation and handover: Ensure the departing employee hands over all documentation, passwords, and knowledge related to their role and IT processes.
 - Data retention: Store all relevant documents and data in a secure archive for legal and auditing purposes.
- 💡 **Bonus tip:** Familiarize yourself with the legal retention requirements specific to your industry or region. In some sectors, like finance, data related to transactions might need to be stored for a minimum number of years for compliance.

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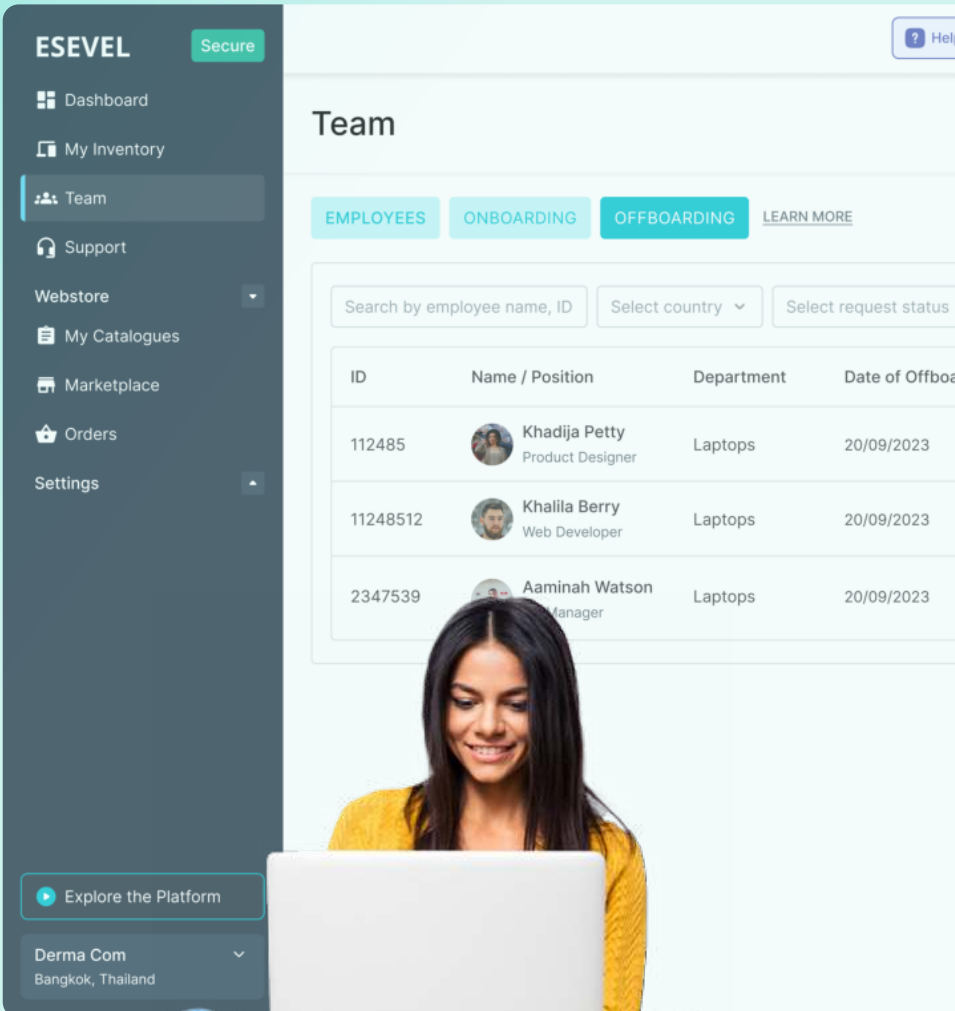
💻 Interfaces

About Esevel




With Esevel, offboarding is swiftly and secure for your remote team's IT assests:

- ✓ Procure employees' laptop via marketplace of 2000+ IT devices
- ✓ Get a bird's eye view into all your devices, and track their health, security and update status.
- ✓ Stay compliant with Esevel's security policy management and reporting
- ✓ Order support requests, laptop setups, retrievals, and more through your asset list
- ✓ Empower admins and employees with a ticketing system and integrated Slack app

[Book a Demo Now](#)



The screenshot displays the ESEVEL dashboard interface. On the left is a dark sidebar with navigation options: Dashboard, My Inventory, Team (highlighted), Support, Webstore, My Catalogues, Marketplace, Orders, and Settings. At the bottom of the sidebar, it shows 'Derma Com' and 'Bangkok, Thailand'. The main content area is titled 'Team' and features tabs for 'EMPLOYEES', 'ONBOARDING', and 'OFFBOARDING', along with a 'LEARN MORE' link. Below the tabs are search filters for 'Search by employee name, ID', 'Select country', and 'Select request status'. A table lists employee details:

ID	Name / Position	Department	Date of Offbo
112485	 Khadija Petty Product Designer	Laptops	20/09/2023
11248512	 Khalila Berry Web Developer	Laptops	20/09/2023
2347539	 Aaminah Watson Manager	Laptops	20/09/2023

At the bottom of the dashboard, there is a button 'Explore the Platform' and a user profile section for 'Derma Com'.





**Thank you for reading our
Professional Remote Employee
Offboarding Checklist**
