

# CHECKLIST: Offboarding Technical Staff

Use this checklist whenever a technical employee leaves the organization:

1. Inform HR as soon as termination occurs.
2. Revoke Identity provider (IdP) and single sign-on (SSO) access.
3. Remove access to databases, servers, and Kubernetes.
4. Suspend access to SaaS accounts.
5. Terminate VPN and employee remote access.
6. Reset shared passwords.
7. FORWARD employee email.
8. Update system ownership.
9. Recover company devices and physical assets.
10. Back up local files and delete suspended accounts, per company policy.
11. Reassign employee vendor licenses based on role.
12. Periodically review access logs to ensure nothing slips through.
13. Conduct an exit interview.
14. Express thanks for the employee's contributions, and part on good terms!

