



Cadenio

HR

Offboarding de Colaborador

Offboarding completo cobrindo notificação, revogação de acesso, transferência de conhecimento, recuperação de ativos, compliance, entrevista de saída e aprovação.

ETAPAS	DURAÇÃO	APROVAÇÕES	CHECKPOINTS
10	2 dias	2	3

Execute este blueprint gratuitamente em cadenio.com

Etapas do processo

1 Initiate offboarding process

Record departure details, notify departments, and create offboarding timeline.

- Employee name texto*
- Department texto*
- Last working day data*
- Departure type lista*
- HR notified *
- Manager notified *
- Legal review required

Checkpoint

Prazo 4h do início

2 Communications plan

Prepare internal and external communication about the departure.

- Team notification plan agreed *
- Client notification needed
- Client notification sent
- Out-of-office / auto-reply configured
- Email forwarding set up

Prazo 1 dia após etapa anterior

3 Knowledge transfer

Ensure critical knowledge, projects, and relationships are documented and transferred.

- Knowledge transfer sessions held *
- Projects reassigned *
- Customer relationships transferred
- Documentation updated *
- Pending work reassigned *
- Transfer notes texto longo
- Knowledge transfer document arquivo

Escala 3 dias

4

Revoke system access (IT)

Disable all accounts, tokens, API keys, and physical access.

- Email account disabled *
- SSO/IdP access revoked *
- VPN access removed *
- Code repository access revoked *
- API keys/tokens revoked *
- Third-party SaaS tools múltipla
- Badge/physical access revoked *

Escala 1 dia

Checkpoint

5

Recover company assets

Collect laptop, phone, keys, and other company property.

- Laptop returned *
- Phone returned *
- Keys/badges returned *
- Credit card returned/cancelled
- Other assets returned texto longo
- Asset return confirmation arquivo

6

Data and IP review

Ensure no company data is on personal devices and IP agreements are confirmed.

- Personal device wiped of company data *
- NDA/IP assignment confirmed *
- Non-compete applicable
- Data concerns texto longo

7

Final payroll and benefits

Process final pay, PTO payout, stock vesting, and benefits termination.

- Final pay calculated *
- PTO balance settled *
- Stock vesting status documented
- Benefits termination date data
- COBRA/continuation notice sent
- Final pay amount confirmed *

Aprovação

8

Exit interview

Conduct exit interview to collect candid feedback.

- Exit interview completed
- Overall satisfaction (1-5)
- Reason for leaving
- Key feedback themes
- Would recommend employer
- Alumni network interest

*
número
lista
texto longo*

9

Legal and compliance closure

Ensure all legal obligations are met and compliance records are updated.

- Legal hold check completed
- Regulatory obligations reviewed
- Separation agreement signed
- Signed separation docs

*
arquivo

10

Offboarding completion and sign-off

Confirm all offboarding steps are complete and close the process.

- All access revoked (verified)
- All assets recovered (verified)
- Final pay processed
- HR records updated
- Offboarding summary
- HR sign-off

*
*
*
*
arquivo
assinatura*

Aprovação

Checkpoint

Execute este blueprint grátis no Cadenio !' cadenio.com