

# Checklist offboarding

## General:

- Dismissal at own request: received signed cancellation letter?
- Cancellation period? How long?
- Relation / non-competition / confidentiality clause applicable?
- Holiday days (withdrawals/payment)
- Possibly reimbursement of parental leave/removal costs/training costs
- Right to transition compensation?
- Schedule exit interview
- Transfer and completion of work
- Possibly certificate
- (Internal) communication because of departure
- Organizing farewell (+ gift)

## Hand into manager:

- Employee card
- Keys
- Laptop / telephone / iPad (possibly for acquisition for current value)
- Barrier pass
- Possibly work/service clothing
- Possibly NS Business Card
- Other company property

## (Salary) Administration:

- Process termination dismissal
- Sign out tax authorities
- Unsubscribe pension fund
- Unsubscribe company doctor
- Unsubscribe insurance policies
- Unsubscribe systems
- Settlement of holiday pay, end of year bonus
- Payment of leave days
- Paying overtime / declarations
- Payment of transition/dismissal compensation
- Payment of study-debt and study-costs
- Retentionobligationp ersonnel file