Klarstig

# Travel Employee Offboarding Checklist

**FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.**

Work through the checks for the activity and record exceptions. Mark a step complete only when its required evidence is available.

## Contact and reference

**Organization using this document**
Maple Street Community Center

**Your name or contact reference ***
Alex Rivera

**Email for a reply if needed**
alex.rivera@example.com

## Information for this document

**Date of checks ***
November 14, 2026

**Person performing checks ***
Facilities lead: entrance repairs by 30 November. Program coordinator: updated sign-in process by 5 December.

**Access permissions reviewed ***
Pending

**Equipment and supplies checked ***
Complete

**Required information shared with the team ***
Pending

**Records and handover updated ***
Complete

**Unfinished items and exceptions**
Two boxes of children's winter coats (sizes 4-10) and three unopened packs of socks.

**Follow up owner and due date**
Facilities lead: entrance repairs by 30 November. Program coordinator: updated sign-in process by 5 December.

## Specific details

**Departing role and final working date**
Complete when relevant to this request.
November 14, 2026

### Access removal asset return records transfer and outstanding ownership

Facilities lead: entrance repairs by 30 November. Program coordinator: updated sign-in process by 5 December.

## Operating context

### Trip itinerary destination or booking reference

Complete when relevant to this request.

REF-2026-0153

### Travel dates party size accessibility and coordination needs

Step-free access to the main hall, please.

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

### Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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