

World U.P. Foundation

Off-Boarding Checklist

Name of Employee _____

Position _____

Action	Responsible Person	When To Complete upon notification	Completed By
1. Notification of Resignation Received or Severance	CEO		
2. Notify Finance	CEO	Immediately	
3. Assure Resignation Form is Completed	CEO	1 Week	
4. Notify Board of Directors	CEO	2 weeks	
5. Notify Partners as needed	CEO	2 weeks	
6. Provide communication of pending Employee Benefits	Finance Director	Prior to last day	
7. Calculate Final Pay and/or Severance	Finance Director	1 week	
8. Exit Interview	CEO	Employee Last Day	
9. Collect World U.P. Property	CEO	Employee Last Day	
10. Remove Network and Property Access	CEO/Finance Director	Employee Last Day	