IT Offboarding Checklist

☐Disable Microsoft 365 Login Access Immediately

☐Disable Network or Active Directory Account

☐Convert the Employee's Mailbox to a Shared Mailbox

☐Set Up Email Forwarding and/or an Autoresponder

☐Delegate Access to the Mailbox and OneDrive

☐Remove or Transfer Microsoft 365 Licenses

☐Audit and Deactivate SaaS Accounts

☐Revoke Access to Company Cloud Services

☐Reclaim Company-Owned Devices

☐Reset Passwords for Shared Accounts

☐Disable Access to Company VPNs

☐Terminate Access to Communication Tools

☐Archive Chat and Communication Histories

☐Monitor Account Activity After Termination

☐Conduct a Final Security Audit