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PRACTICAL CHECKLIST

Employee offboarding access checklist

FOR: MANAGEMENT, IT SUPPORT AND HR

1. Block sign-in and revoke sessions.
2. Remove licences and group membership.
3. Confirm email and file ownership.
4. Revoke VPN, application and password access.
5. Document asset return.
6. Review data-retention obligations.

This resource supports the work but does not replace a technical review of a specific environment or legal advice.