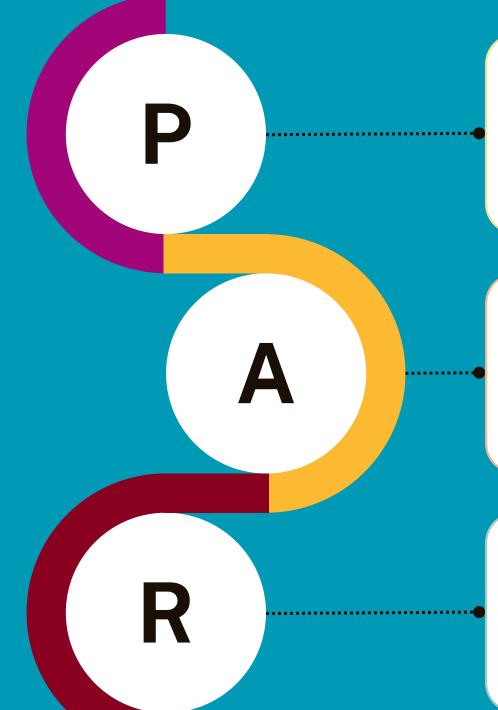


Provide a positive off-boarding experience with a

WARM PARTING



PLAN TIMELINE

Collaborate with the departing employee to establish a departure timeline that respects their needs and the organization's requirements.

ANNOUNCE DEPARTURE

Share the departure news in a timely manner that honors the employee's contributions, maintaining morale and transparency.

REFLECT ON EXPERIENCES

Conduct an exit interview to gather valuable insights and feedback, allowing the departing employee to share their experiences and suggestions.

T I N G

TRANSITION KNOWLEDGE

Arrange sessions for the departing employee to pass on crucial knowledge and insights of projects to teammates to ensure continuity. This helps replacements hit the ground running.

INFORM STAKEHOLDERS

To reinforces a culture of openness and transparency, keep all relevant parties updated about the transition to manage expectations and maintain operational continuity.

NAVIGATE FORMALITIES

Coordinate HR and IT to handle all necessary formalities such as final pay, document and equipment handovers/access, and compliance with company policies.

GOODBYE GATHERING

Organize a farewell gathering that celebrates the employee's contributions to provide closure and celebrate the time spent together.