

UAE EMPLOYEE OFF-BOARDING CHECKLIST

(Free Download)

Compliant with Federal Decree Law No. 33 of 2021.

Last Updated: 04 - 02 - 2026 (Subject to Change with UAE Labour Law New Updates)

===== CheckPoint 01 – Exit Trigger & Case Validation =====

Exit Type Identification

- ☐ Resignation (with notice)
- ☐ Termination (performance / redundancy)
- ☐ Misconduct dismissal (Article 44)
- ☐ End of contract (limited term)
- ☐ Absconding / abandonment

HR Verification

- ☐ Employment contract reviewed
- ☐ Notice period validated
- ☐ Probation status checked
- ☐ Any disputes or warnings recorded
- ☐ Visa sponsorship confirmed

===== CheckPoint 02 – Formal Documentation =====

Mandatory Documents

- ☐ Signed resignation letter OR
- ☐ Termination letter issued
- ☐ HR acceptance letter
- ☐ Exit approval from management
- ☐ Investigation records (if applicable)

Legal Compliance

- ☐ Article 44 justification documented (if used)
- ☐ Redundancy rationale recorded
- ☐ Mutual separation agreement (if any)

===== CheckPoint 03 – Notice Period Management =====

- ☐ Minimum 30 days applied (unless exception)
- ☐ Garden leave approved (if required)
- ☐ Handover responsibilities assigned
- ☐ Access restrictions planned (for sensitive roles)

===== CheckPoint 04 – Knowledge Transfer & Handover =====

Business Continuity

- ☐ Project handover completed
- ☐ Client contacts transferred
- ☐ SOPs and documentation updated
- ☐ Passwords stored in vault
- ☐ Final status reports submitted

===== **Checkpoint 05 – Final Settlement (CRITICAL)** =====

Financial Components

- ☐ Last basic salary
- ☐ Overtime / incentives
- ☐ Leave encashment
- ☐ End of service gratuity
- ☐ Notice pay (if applicable)
- ☐ Approved deductions

EOS Gratuity Rules

- 21 days per year (first 5 years)
- 30 days per year (after 5 years)
- Based on basic salary only
- Max cap 2 years basic pay

===== **Checkpoint 06 – Settlement Payment & Proof** =====

- ☐ Final settlement sheet prepared
- ☐ Employee sign off obtained
- ☐ Payment completed within 14 days
- ☐ Bank transfer proof archived
- ☐ WPS records updated

===== **CheckPoint 07 – Immigration & Legal Closure** =====

Mandatory

- ☐ MOHRE / Free Zone termination processed
- ☐ Work permit cancelled
- ☐ Residence visa cancelled
- ☐ Emirates ID cancelled
- ☐ Labour card closed

Dependents

- ☐ Dependent visas addressed
- ☐ Grace period explained to employee

===== **CheckPoint 08 – Benefits & Insurance** =====

- ☐ Medical insurance cancelled
- ☐ Corporate benefits revoked
- ☐ Pension / savings updated (if any)

===== **CheckPoint 09 – Systems, Access & Assets** =====

IT & Security

- ☐ Email disabled
- ☐ HRMS access revoked

- ☐ VPN & cloud access blocked
- ☐ CRM / ERP access removed

Physical Assets

- ☐ Laptop returned
- ☐ Mobile phone / SIM
- ☐ Access cards
- ☐ Documents / files
- ☐ Credit cards / vehicles

===== CheckPoint 10 – Exit Interview & HR Analytics =====

Exit Feedback

- ☐ Exit interview conducted
- ☐ Reason for leaving recorded
- ☐ Manager feedback logged
- ☐ Culture / policy issues flagged

HR Intelligence

- ☐ Attrition category tagged
- ☐ Rehire eligibility marked
- ☐ Exit data added to HR dashboard

===== CheckPoint 11 – Alumni & Employer Branding =====

- ☐ Positive closure email sent
- ☐ Reference process clarified

- ☐ LinkedIn relationship maintained
- ☐ Alumni database updated

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HRM LEGAL DEFENCE FILE (MUST HAVE)

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Every offboarding case should contain the following. This file becomes your court defence pack if disputes arise.

Document	Status
Contract	<input type="checkbox"/>
Resignation / Termination	<input type="checkbox"/>
Warning records	<input type="checkbox"/>
Handover proof	<input type="checkbox"/>
Settlement proof	<input type="checkbox"/>
Visa cancellation	<input type="checkbox"/>
Exit interview	<input type="checkbox"/>