

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)

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CheckPoint 01 – Exit Trigger & Case Validation

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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

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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

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CheckPoint 11 – Alumni & Employer Branding

- Positive closure email sent
- Reference process clarified

- LinkedIn relationship maintained
- Alumni database updated

HRM LEGAL DEFENCE FILE (MUST HAVE)

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"/>