

**Subject:** Employee Off-boarding Process

**Body:**

Dear <Client>,

This is to inform you that the offboarding process for <Employee> with the role of <Job Role> has been initiated.

The offboarding process is an important step in our HR procedures, and we want to ensure that this transition is as smooth as possible.

Please make sure to go to your portal and set the employee's status to CLEARED if the employee doesn't have remaining accountability.

Below, you will find the steps for this process:

1. Go to your account.
2. Navigate to Employee Management
3. Go to Employee.
4. And go to Off-boarding tab.
5. Look for the employee and click on the action *View Clearance*.
6. Set the status to CLEARED.
7. Save to update.

**CTA:** Login in to your account