

Developer Offboarding Guide

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Project: {{PROJECT_NAME}} Version: {{VERSION}} Date: {{DATE}}
Author: {{AUTHOR}} Status: Draft | In Review | Approved Reviewers: {{REVIEWERS}}

Document History

Version	Date	Author	Changes
0.1	{{DATE}}	{{AUTHOR}}	Initial draft

1. Offboarding Overview

Developer: {{DEVELOPER_NAME}} Last Day: {{LAST_DAY}} Manager: {{MANAGER}}
Offboarding Coordinator: {{COORDINATOR}} Security Review: {{SECURITY_REVIEWER}}

Departure type: Voluntary / Involuntary

Handoff started: {{HANDOFF_START}} Access revocation deadline: {{LAST_DAY}} by {{REVOCATION_TIME}}

2. Access Revocation Checklist

Code & Version Control

- ☐ GitHub / GitLab — remove from organization and all repositories
- ☐ SSH keys — remove from all servers and deployment systems

- `~/.ssh/authorized_keys` on servers
- GitHub SSH keys: Settings > SSH and GPG keys
- ☐ **GPG signing keys** — revoke from keyserver if used for commit signing
- ☐ **Personal access tokens** — revoke all tokens in GitHub/GitLab settings
- ☐ **Webhooks using personal token** — identified and updated to service account

Cloud Infrastructure

- ☐ **{{CLOUD_PROVIDER}} IAM** — remove user from all IAM groups and roles
- ☐ **{{CLOUD_PROVIDER}} console access** — deactivate user account
- ☐ **SSH keys on cloud instances** — remove from all EC2/GCE/VM `authorized_keys`
- ☐ **Cloud access keys / credentials** — deactivate and delete

CI/CD & DevOps

- ☐ **{{CI_PLATFORM}}** — remove from organization (GitHub Actions / GitLab CI / CircleCI)
- ☐ **Container registry** — remove push/pull credentials
- ☐ **{{ARTIFACT_REGISTRY}}** — remove user access
- ☐ **Kubernetes** — remove kubeconfig entries, remove from RBAC

Secrets & Credentials

- ☐ **{{VAULT_TOOL}} (HashiCorp Vault / 1Password / Vaultwarden)** — remove user, rotate any shared secrets they had access to
- ☐ **All shared secrets/passwords known to the developer** — rotate immediately (DB passwords, API keys, etc.)
 - Database passwords: `{{DB_CREDS}}`
 - API keys accessed: `{{API_KEYS}}`
 - Any others: `{{OTHER_CREDS}}`
- ☐ **Environment variables / .env files** — confirm no secrets taken/copied

VPN & Network

- ☐ **VPN** — revoke VPN certificate / remove user account
- ☐ **Bastion host** — remove from authorized users
- ☐ **IP allowlists** — remove their IP if personal device was allowlisted

Third-Party Services

- ☐ **{{SERVICE_1}}** (e.g., Sentry, Datadog, PagerDuty) — remove user
- ☐ **{{SERVICE_2}}** (e.g., Slack, Jira, Confluence) — deactivate account
- ☐ **{{SERVICE_3}}** (e.g., Stripe, AWS Marketplace) — remove user
- ☐ **Email / Google Workspace** — deactivate account, set out-of-office, forward to manager
- ☐ **Password manager (shared vaults)** — remove from shared vaults

Access revocation completion signed off by: {{SECURITY_REVIEWER}} on {{DATE}}

3. Knowledge Transfer

Active Projects & Ownership Transfer

Project / Area	Current Status	New Owner	Handoff Complete
{{PROJECT_1}}	{{STATUS}}	{{NEW_OWNER}}	Yes / No
{{PROJECT_2}}	{{STATUS}}	{{NEW_OWNER}}	Yes / No
{{PROJECT_3}}	{{STATUS}}	{{NEW_OWNER}}	Yes / No

Ongoing Work Documentation

Work Item	Ticket	Status	Documentation	New Owner
{{WORK_1}}	{{TICKET}}	{{STATUS}}	{{LINK}}	{{OWNER}}
{{WORK_2}}	{{TICKET}}	{{STATUS}}	{{LINK}}	{{OWNER}}

Documentation written during knowledge transfer:

- ☐ All in-progress PRs reviewed and commented
- ☐ Active branches documented and either merged or closed
- ☐ Ongoing investigations/research notes written up
- ☐ Architecture decisions currently being made: documented as ADRs
- ☐ Pending operational tasks documented in runbooks

Key Contacts & Relationships

Contact	Company / Role	Relationship	Transferred To
{{CONTACT_1}}	{{ORG}}	{{RELATIONSHIP}}	{{NEW_OWNER}}
{{CONTACT_2}}	{{ORG}}	{{RELATIONSHIP}}	{{NEW_OWNER}}

Undocumented Tribal Knowledge Capture

Knowledge transfer sessions scheduled:

Topic	Date	Format	Notes Doc
{{TOPIC_1}}	{{DATE}}	1:1 recording + notes	{{LINK}}
{{TOPIC_2}}	{{DATE}}	Pair programming	{{LINK}}

Capture questions to ask:

- 1. What breaks in production that only you know how to fix?
- 2. What shortcuts or workarounds exist in the codebase that aren't documented?
- 3. What external services have non-obvious quirks?
- 4. What technical debt exists that you've been meaning to address?
- 5. Are there any upcoming risks or time bombs in the codebase?
- 6. Are there any informal agreements or commitments with stakeholders?

4. Code Ownership Transfer

CODEOWNERS File Update

```
# Review current CODEOWNERS
cat CODEOWNERS | grep "{{DEVELOPER_HANDLE}}"

# Replace with new owner(s)
# CODEOWNERS update PR: {{PR_LINK}}
```

- ☐ CODEOWNERS file updated and PR merged
- ☐ New owners briefed on their additional responsibilities

PR Review Reassignment

- ☐ Open PRs awaiting their review: reassigned to {{REVIEWER_REPLACEMENT}}

☐ In-progress PR review responsibilities communicated to team

On-Call Rotation

- ☐ Removed from on-call rotation in {{ONCALL_TOOL}}
- ☐ On-call schedule updated and communicated
- ☐ On-call runbooks updated to remove their contact information

5. Asset Return

Asset	Serial / ID	Return By	Returned	Condition
Laptop	{{SERIAL}}	{{LAST_DAY}}	Yes / No	
Monitor	{{SERIAL}}	{{LAST_DAY}}	Yes / No	
Access card / badge	—	{{LAST_DAY}}	Yes / No	
{{OTHER_ASSET}}	—	{{LAST_DAY}}	Yes / No	

IT returns coordinator: {{IT_CONTACT}}

6. Exit Interview Topics

Exit interview conducted by: {{INTERVIEWER}} **Date:** {{DATE}} **Format:** {{FORMAT}}

Topics to cover:

- What did you enjoy most about working here?
- What could we improve for future developers?
- Were there any blockers or frustrations that weren't addressed?
- What did you learn? What skills did you develop?
- Would you recommend working here to others? Why / why not?
- Any concerns about the team or codebase you want to flag before leaving?

Exit interview notes: {{NOTES_LINK}} (confidential — manager access only)

7. Final Checklist Sign-Off

Manager Sign-Off

- ☐ All access revocation items completed
- ☐ Knowledge transfer sessions completed
- ☐ Code ownership transferred
- ☐ All projects handed off with documentation
- ☐ Assets returned
- ☐ Exit interview conducted
- ☐ Payroll and HR notified

Manager: {{MANAGER}} | **Date:** {{DATE}} | **Signature:** _____

Developer Sign-Off

- ☐ All work documented and handed off
- ☐ All personal assets retrieved (personal items, any personal accounts)
- ☐ No company data retained on personal devices
- ☐ Exit interview completed

Developer: {{DEVELOPER_NAME}} | **Date:** {{DATE}} | **Signature:** _____

Security Sign-Off

- ☐ All access revocation items verified independently
- ☐ Shared secrets rotated
- ☐ Audit log reviewed for last 30 days — no anomalies

Security Reviewer: {{SECURITY_REVIEWER}} | **Date:** {{DATE}} | **Signature:** _____

Related Documents

- [Developer Onboarding Guide](#)
 - [Coding Standards](#)
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Approval

Role	Name	Date	Signature
Author			
Reviewer			
Approver			

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