



Offboarding Confirmation

Date _____

1. Parties

This confirmation is between **PandaDev** ("the Studio", support@pandadevhub.com) and _____ ("the Team Member", email _____).

- **Role:** _____
- **Last working day:** _____

2. Returned and deleted

The Team Member confirms that:

- ☐ All Studio and client files, notes and copies have been returned or deleted, including from personal devices and cloud storage.
- ☐ Any Studio equipment has been returned: _____
- ☐ No passwords, keys or client data have been kept.

3. Access removed

The Studio confirms that, on the last working day:

- ☐ The Team Member's Studio account has been closed or downgraded.
- ☐ Their access to code repositories, hosting, email and other tools has been removed.
- ☐ Shared passwords they knew have been changed.

4. Final payment

- **Final amount owed:** \$_____, for _____
- **Paid on:** _____

After this payment, neither party owes the other anything more for the work, except as written here: _____

5. What continues

The confidentiality, ownership of work and non-solicitation terms in the Team Member's agreements with the Studio continue after this date.

Signatures

TEAM MEMBER

Name:
Date:

FOR THE STUDIO

Name:
Date: