**EMPLOYMENT TERMINATION CHECKLIST**

EMPLOYEE’S NAME:[FULL NAME] DATE:[DATE]

JOB TITLE: [TITLE]

LAST DAY WORKED: [LAST DAY WORKED]

**Reason(s) For Termination**

[ ]  - Resignation

[ ]  - Discharge

[ ]  - Layoff

[ ]  - Retirement

[ ]  - Other: ­­­­[OTHER]

**Termination Checklist**

[ ]  - Resignation letter received

[ ]  - Exit interview performed

[ ]  - Collected all documents relating to the employment relationship (offer letters, employment agreements, restrictive covenants such as non-compete or non-disclosure agreements)

[ ]  - Disabled access to employer systems to protect against misuse and security breaches (email, passwords or any kind of remote log-ins)

**Pay and Benefits**

[ ]  - Ensured that any notice required by COBRA (Consolidated Omnibus Budget Reconciliation Act) is provided to the departing employee (if applicable)

[ ]  - Cancelation or continuation of health insurance

[ ]  - Cancelation or continuation of life insurance

[ ]  - Vacation/PTO balance processed (if applicable)

[ ]  - Severance pay processed (if applicable)

[ ]  - Calculated final hours

[ ]  - Processed final check

**Employer Property to Be Collected**

[ ]  - Keys (building, locker, desk, cabinets)

[ ]  - ID badge

[ ]  - Company materials or equipment

[ ]  - Electronic devices: laptop, mobile phone, tablet

[ ]  - Company intellectual property: customer list, financial info, formulas, designs

[ ]  - Company vehicle

[ ]  - Uniform

[ ]  - Other: [OTHER]

**Address Employee Debts or Outstanding Loans**

[ ]  - Determined if the departing employee has any outstanding debts or unpaid loans to the employer

[ ]  - Requested payment for any amounts owed or provided a repayment schedule to the employee

**Plan the Transition of Job Duties**

[ ]  - Organized the departing employee last day in the office

[ ]  - Determined if the departing employee should be involved in selecting and training a replacement

**Notification**

[ ]  - Held a termination meeting with the employee and a human resources representative as a witness

[ ]  - focused the message on the legitimate, non-discriminatory business reason for the termination decision

[ ]  - Notified coworkers regarding the termination of employment of the departure employee