**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