

EMPLOYMENT TERMINATION CHECKLIST

EMPLOYEE'S NAME: _____ DATE: _____, 20____

JOB TITLE: _____

LAST DAY WORKED: _____, 20____

Reason(s) For Termination

- Resignation
- Discharge
- Layoff
- Retirement
- 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)
- Cancellation or continuation of health insurance
- Cancellation 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: _____.

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