

Termination: Checklist

Voluntary Termination

_____ Received employee resignation letter. (If verbal resignation, provided employee with written confirmation of resignation & retained copy)

_____ Scheduled exit interview _____ Completed exit interview

___ Checked PTO balance and informed employee of any remaining PTO and how it will be processed at termination of employment.

Involuntary Termination

___ Provided Recap of Warnings and/or reason for Termination

The following is for all types of termination

Benefits:

___ Informed employee of benefit end date and information regarding COBRA if applicable

Compensation

___ Notify Payroll department to process final paycheck.

___ Informed Payroll of any unused but earned PTO amounts due to employee.

___ Notify Payroll to process severance pay and whether lump sum or salary continuation (if applicable).

Contracts/Legal

___ Provided letter reminding employee of any legal obligations that continue post-employment (such as noncompete/confidentiality agreements/employment contracts).

Immigration

___ Notify company immigration attorney of termination if employee is on temporary work visa.

Records

___ Pulled personnel file to be stored with terminated employees.

___ Pulled Form I-9 to be stored with terminated employees' I-9s.

Information Technology

___ Disabled e-mail account.

___ Removed employee's name from e-mail group distribution lists;
internal phone lists, website

___ Disabled computer access.

___ Disabled phone extension.

___ Disabled voicemail.

___ Disabled security codes, if necessary.

___ Changed voice mailbox.

___ Cleaned work area and removed personal belongings.

Collected the following items:

___ Keys (___office ___building, ___desk, ___file cabinets, ___ other___)

___ ID card

___ Building access card

___ Business cards

___ Nameplate

___ Name badge

___ Company cell phone

___ Laptop

___ Uniforms

___ Tools

___ Other _____

Form Completed by: _____

Date: _____