**Employee Termination Checklist**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | **Employee Name** |  |  | **Date of Termination** |  |  |
|  |  |  |  |  |  |  |
|  | **Position** |  |  | **Department** |  |  |
|  |  |  |  |  |  |  |

**Documentation:**

|  |  |
| --- | --- |
|  | Resignation/Termination Letter |
|  | Exit Interview Questionnaire (for voluntary terminations only) |
|  | Other supporting documentation is accurate and complete (e.g., performance reviews, discipline notices, etc) |

**Salary/Vacation Accrual:**

|  |  |
| --- | --- |
|  | Salary, through last day of work |
|  | Accrued, unused vacation and/or paid time off (PTO) |
|  | Final paycheck amount |

**Employee Benefits:**

|  |  |
| --- | --- |
|  | COBRA benefits explained/notices provided (if applicable) |
|  | Retirement plan options explained; plan information issued |
|  | Other benefits discussed; please specify |
|  |  |

**Company Property Returned**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Building key/card |  | Printer |
|  | Identification badge |  | Copier |
|  | Mobile device |  | Scanner |
|  | Customer contact list |  | Fax machine |
|  | Parking pass |  | Company car |
|  | Credit card |  | Coworker contact list |
|  | Home computer |  | Laptop computer |
|  | Other; please specify: |  | Other; please specify: |
|  |  |  |  |

**Comments**:

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| --- |
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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | |  |  |  |
|  | **Company Representative Signature** | | | | |  |
|  |  | | |  |  |  |
|  | *Company Representative signature* | |  |  | *Date* |  |
|  |  | |  |  |  |  |
|  | *Printed Name* | |  |  |  |  |