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| ABC Business |
| Employee Termination Checklist |
| Employee Name:  |
| Termination Date:  |
| Termination Checklist |
| Exit interview date:  |
| □ Exit interview notes in file □ Resignation letter received□ Open position requisition completed□ Forwarding address:  |
| Employer Property |
| □ Office keys collected□ Cell phone □ Pager □ Corporate credit card □ Company laptop |
| Access Cancellation |
| □ Building alarm code cancelled□ Disconnect computer login□ Email address removed from staff list□ Desk area cleaned out□ Employee’s voicemail removed□ Name removed from Time Clock (if applicable)□ Name removed from staff phone list |
| Benefits |
| □ Health Insurance canceled□ Does employee want Cobra? 🗆 yes 🗆 no □ Dental Insurance Canceled□ Life Insurance Canceled□ Disability Insurance Canceled □ Retirement contributions stopped |
| Final Pay |
| □ Final hours calculated: \_\_\_\_\_\_\_\_\_\_\_\_\_□ Final paycheck processed□ Vacation payout processed |
| Farewell  |
| □ Farewell gift ordered□ Farewell party organized |
| Notes |
|  |
| Signature | **Date** |
| Courtesy: thrivingsmallbusiness.com |