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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 | |