



## Sample Termination Checklist

Name of Employee: \_\_\_\_\_ Date of Termination: \_\_\_\_\_

Reason for Termination: \_\_\_\_\_

For employee:

Cover letter regarding termination \_\_\_\_\_

Healthcare COBRA information \_\_\_\_\_

Pension/401(k) information \_\_\_\_\_

Vacation (Accrued\_\_\_\_ taken\_\_\_\_ remaining days\_\_\_\_) \_\_\_\_\_

Unemployment Forms and instructions \_\_\_\_\_

Severance Pay (if applicable) \_\_\_\_\_

Release Agreement (if applicable) \_\_\_\_\_

Advise when final paycheck will be issued \_\_\_\_\_

Other insurances/programs – life insurance, TransitCheks, etc. \_\_\_\_\_

Confirmation of non-disclosure and non-compete (if applicable) \_\_\_\_\_

Collect from employee (if applicable):

Keys \_\_\_\_\_

Credit Cards \_\_\_\_\_

Computer Passwords \_\_\_\_\_

Cell phone, PDA \_\_\_\_\_

Employee Handbook \_\_\_\_\_

Vehicle \_\_\_\_\_

Note to employee: Please sign below indicating that an exit discussion took place and all of the above items (if applicable) were explained to you.

Employee Signature/Date \_\_\_\_\_

Other: Recruiter fee, tuition reimbursement refunds, loan repayments, relocation refunds, outstanding expenses