**EMPLOYEE TERMINATION CHECKLIST**

Employee Name: Date:

Position: Location:

Date of Resignation/Termination: Last Date of Employment:

* Voluntary Resignation - Reason:
* Involuntary Separation - Reason:
* Voluntary resignations: Exit Interview scheduled
* Provide copy of Non-competition, Non-solicitation, Confidentiality Agreement to employee as reminder of obligations

**COLLECT FROM EMPLOYEE**

* Letter of resignation, if applicable
* Cell phone, laptop; other electronic equipment; List:
* Credit Cards; List:
* Passwords; List:
* Keys; List:
* Uniforms; Itemize:
* Tools and other Company Property; List or Attach Form:

* Obtain list of subscriptions, publications, memberships, etc. in employee’s name:
* Updated Forwarding Address:

**TERMINATION ADMINISTRATION**

* Paid employee final check during termination / exit meeting □ Yes □ No
* Notify Payroll / Vendor of changes and final pay handling - Date notified
  + PTO Payout \_\_\_ Yes \_\_\_ No; Amount Paid Out:
  + Separation Pay Granted \_\_\_ Yes \_\_\_ No; Amount Paid Out:
* Notify Medical/Dental, Life, STD/LTD Insurance Provider(s) - Date notified
* Notify COBRA/Flex Plan Administrator - Date notified
* Notify Retirement Plan Administrator(s) - Date notified
* Place documentation in personnel file
* Move employee personnel file to Inactive Status Section of file cabinet
* Cancel or transfer cell phone contract
* Cancel credit cards
* Change employee’s voice mail
* Forward employee’s email
* Change internal phone rosters
* Update server/computer to delete remote access and change passwords
* Remove any financial authorizations
* Other
* Other

Completed by: Date: