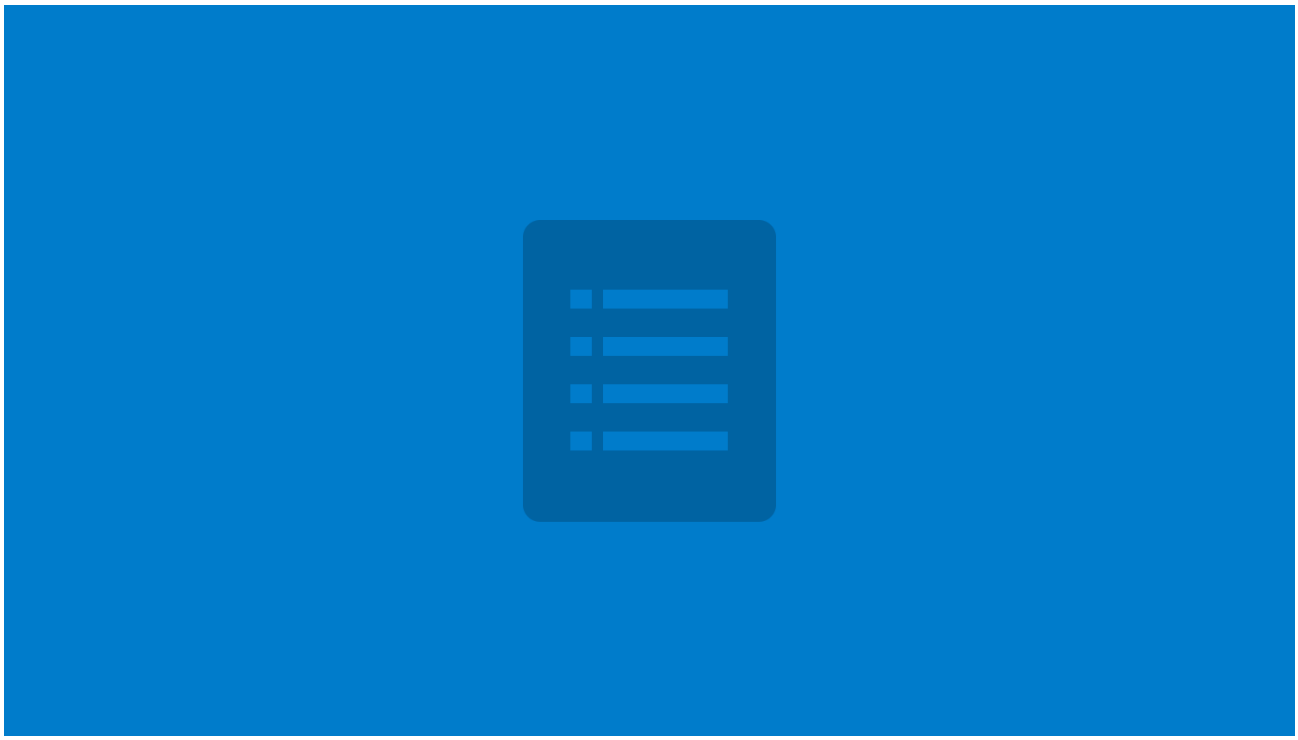
Employee Termination Checklist



- [ ] Receive resignation letter
- [ ] Notify HR, network Administrator, and payroll administrator
- [ ] Record details Of employee's termination
- [ ] Collect company property (ID badge, keys, cell phone, computer, credit card, etc.)
- [ ] Provide COBRA letter
- [ ] Give letter discussing status of benefits
- [ ] Discuss noncompete agreement
- [ ] Remove network and building access
- [ ] Take employee off payroll
- [ ] Have exit interview
- [ ] Collect written permission for future reference checks
- [ ] Provide an address update form
- [ ] Talk to staff
- [ ] Notify former employee's clients or customers
- [ ] Begin recruitment process for replacement if applicable
- [ ] Add/subtract owed amounts to/from final paycheck and distribute
- [ ] Provide severance pay if applicable

Make and Share Free Checklists
checkli.com