

# 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