

Employee Termination Checklist

Employee Name: _____ Date: _____

Reason for Termination: _____

Return of company property

- Keys to buildings, vehicles and other property
- Vehicles
- Company credit cards
- Company ID cards or badges
- Electronic access cards or security passes
- Cellphones and laptops
- Passwords
- Uniforms and clothing
- Tools or equipment
- Reference materials (files and manuals)
- Other _____

Payout of compensation

- Wages
- General holiday pay
- Vacation pay
- Expenses and petty cash reimbursements
- Severance pay
- Overtime pay
- Commissions
- Bonus payments
- Repayment of advances
- Balance of loans
- Payment in lieu of notice
- Other _____

Items to cancel or disable

- Company credit cards
- Telephone authorization codes
- Signing authority
- Petty cash authority
- Electronic access cards
- Telephone lines
- Paid utilities at employee's home, i.e. internet connection
- Passwords for shared computer accounts and networks
- Employee's entry in payroll system
- Paid subscriptions
- Memberships in professional organizations
- Employee's inclusion on distribution and telephone lists
- Other _____

Other administrative tasks

- Complete Record of Employment
- Notify human resources of employee's effective departure date
- Notify network administrator of employee's effective departure date
- Provide an address update form to fill out if the employee moves
- Verify emergency contact details
- Communicate departure to other staff
- Other _____

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