Termination Checklist

# Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date of Termination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***The following items should be checked off prior to an employee’s final date of employment. Not all may apply to all employees or circumstances. Place the completed form in the employee’s personnel file.***

**Completed N/A**

 Human Resources, Payroll and Security Departments have been notified of employee’s departure.

 Final expense report received, reviewed and approved, expense check prepared.

 Final check prepared (includes all accrued vacation pay, sick pay, accrued wages, bonuses, tips, gratuities, etc.).

 Reason for termination given to the employee.

 Severance Pay and General Release agreement offered.

 Notice of unemployment rights provided.

 All keys returned.

 All uniforms returned.

 All access to POS/Network computers disabled.

 All issued banks audited and returned.

 All other Company equipment/property returned (portable phones, pagers, etc.).

 Termination Certification signed.

 COBRA election forms provided.

 401K election forms provided.

 Profit sharing election forms provided.

 Company documents and files inventoried.

 Desk and working premises inventoried.

 Exit interview prepared.

 Exit interview given.

 Final check given to employee.

 Company has no further liability with the terminated employee.

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| --- |
| Authorization to release final check: |

Manager/supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Manager/designate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional notes/comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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