**Termination Checklist**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Termination Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**CONSIDERATIONS, POST-RESIGNATION**

Does the employee have access to confidential information?

What decision have you made explaining the resignation to remaining staff?

**Review and carry out items listed on the checklist below to ensure an effective exit.**

**EMPLOYER PROPERTY**

* Office keys/pass collected? Yes  No N/A 
* Company cell phone received? Yes  No  N/A 
* Parking pass collected? Yes  No N/A 
* Corporate credit card received? Yes  No N/A 
* Company laptop returned? Yes  No N/A 

**ACCESS INFORMATION**

* Disconnect computer access
* Employee’s voicemail removed
* Building alarm code changed (if applicable0
* Email address removed from staff list
* Name removed from time clock (if applicable)

**ADMINISTRATIVE**

* Desk cleared, available for replacement
* Name removed from staff phone listing
* Name removed from mail slot
* Letter of resignation/letter of termination documented

**BENEFITS**

* Have insurance providers been notified?
* Will insurance coverage continue? For how long?
* When will retirement contributions (if any) be stopped?

**FINAL PAY**

* Final hours calculated:
* Final pay includes any remaining vacation pay and overtime bank (if any)
* Final paycheck prepared?
* Has the ROE been generated?
	+ If not, when will it be sent to the employee