

TERMINATION CHECKLIST

Develop Plan		
Activity	Who	Completed
Date & Time		
Location		
Employee exit Strategy		
Participants		
Message		
Contingency Plans		

Calculate Any Final Payments		
Activity	Who	Completed
Notice		
Severance		
Vacation		
Overtime		
Bonus		
Commission		

Prepare Termination Agreement		
Activity	Who	Completed
Arrange to remove from payroll as appropriate		
Arrange to terminate from group benefits as appropriate		
Arrange to terminate from group benefits as appropriate		
Arrange to collect company property		
Arrange to remove access		
Notify appropriate individuals		
Remove from company lists		