

# Confidentiality Compliance Termination Checklist

## Employee Information

Name

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Job Title

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Department

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Termination Date

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Supervisor

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## Checklist

- ☐ Return of all company devices (laptop, phone, etc.)
- ☐ Return of ID badges, keys, and any access cards
- ☐ Removal of access to electronic systems and accounts
- ☐ Return or secure destruction of confidential documents
- ☐ Confidentiality obligations explained/reminded to employee
- ☐ Employee signed acknowledgement of ongoing confidentiality

## Additional Notes

## Authorization

Supervisor/Manager Name

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Signature

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Date