

# Contractor Termination Checklist

## 1. Administrative Tasks

- ☐ Notify contractor of termination
- ☐ Collect company property (ID, keys, equipment)
- ☐ Disable system and network access
- ☐ Revoke building access
- ☐ Remove from distribution lists and directories

## 2. Financial Tasks

- ☐ Process final payment
- ☐ Settle outstanding expenses or reimbursements
- ☐ Collect invoices and receipts

## 3. Legal & Compliance

- ☐ Retrieve all confidential materials
- ☐ Confirm NDA and non-compete obligations reviewed
- ☐ Provide termination letter/agreement

## 4. Handover & Documentation

- ☐ Collect all project materials and deliverables
- ☐ Ensure completion of required reports
- ☐ Document knowledge transfer, if needed

## Additional Notes