

Employee Termination Checklist

Employee Name	
Employee ID	
Department	
Job Title	
Last Working Day	
Manager	
HR Representative	

Documentation & Communication

☐ Finalize letter of termination ☐ Notify payroll and benefits ☐ Inform IT department ☐
Announce departure as per policy

Return of Company Property

☐ Employee ID badge/keycard ☐ Laptop/Computer ☐ Mobile phone ☐
Uniform/Tools/Equipment ☐ Credit cards/Expense accounts ☐ Other Company Property

Systems Access

☐ Email account deactivation ☐ Remove network/system access ☐ Voicemail reset/termination
☐ Third-party accounts disabled

Benefits & Final Pay

☐ Final paycheck issued ☐ Benefits termination/continuation processed ☐ Expense claims
settled ☐ Exit interview conducted

Notes

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Employee Signature

Date:

Manager Signature

Date:

HR Representative Signature

Date: