

Layoff Exit Process Checklist

1. Pre-Layoff Preparation

- ☐ Notify HR and Legal department
- ☐ Prepare separation documents
- ☐ Schedule exit meeting

2. Notification and Communication

- ☐ Conduct layoff meeting with employee
- ☐ Explain final pay, benefits, and severance
- ☐ Provide required documentation

3. Company Property Return

- ☐ Collect ID badge
- ☐ Retrieve laptop and equipment
- ☐ Collect keys and access cards

4. Systems & Account Closure

- ☐ Disable email and system access
- ☐ Revoke building access
- ☐ Update internal directories

5. Final Settlement

- ☐ Process final paycheck
- ☐ Provide benefits termination info
- ☐ Confirm contact information for follow up

Notes