Managerial Termination Checklist

Employee Name

Employee ID

Job Title

Department

Manager

Termination Date

Last Working Day

Company Property Returned

Item	Returned?	Comments
Laptop		
ID Badge		
Mobile Phone		
Keys		
Other		

Access Revoked

System	Revoked?	Comments
Email		
Network Access		
Software Licenses		
Other		

Final Steps

Task	Completed?	Comments
Final Payroll Processed		
Benefit Information Provided		
Exit Interview Scheduled		

Other

Notes