

Manufacturing Employee Termination Checklist

Employee Name: _____
Employee ID: _____
Department: _____
Manager/Supervisor: _____
Termination Date: _____

Checklist

Task	Completed	Notes
Retrieve ID badge	<input type="checkbox"/>	
Collect keys/access cards	<input type="checkbox"/>	
Collect uniforms/protective gear	<input type="checkbox"/>	
Collect tools/equipment	<input type="checkbox"/>	
Remove from authorized user lists	<input type="checkbox"/>	
Company property return (laptop, phone, etc.)	<input type="checkbox"/>	
Review and collect documents (training certificates, etc.)	<input type="checkbox"/>	
Exit interview completed	<input type="checkbox"/>	
Final timesheet submitted	<input type="checkbox"/>	
Update payroll/benefits records	<input type="checkbox"/>	

Signatures

Supervisor: _____ Date: _____

HR Representative: _____ Date: _____