Remote Employee Termination Checklist

Pre-Termination Preparation

☐ Review employee contract and policies ☐ Coordinate with HR and management ☐ Prepare final documents (termination letter, etc.) ☐ Notify IT and relevant departments

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Employee Notification

☐ Schedule remote termination meeting ☐ Conduct meeting via secure call or platform ☐ Communicate reasons for termination ☐ Discuss final paycheck and benefits ☐ Inform about return of company property

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Post-Termination Actions

☐ Disable system accounts and revoke access ☐ Arrange for return of devices/equipment ☐ Collect security badges and software access ☐ Remove from organizational and team directories

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Documentation & Follow-Up

☐ File termination paperwork ☐ Notify payroll for final payment processing ☐ Provide COBRA/unemployment information if required ☐ Document return of assets ☐ Inform team/stakeholders as needed

Notes