

# Retail Employee Termination Checklist

Employee Name:

Employee ID:

Job Title:

Department:

Supervisor:

Last Working Day:

## 1. Final Day Preparation

☐ Inform employee of termination ☐ Collect store keys/entry cards/fobs ☐ Retrieve uniforms or company apparel ☐ Collect name badge ☐ Retrieve any company devices (e.g. tablets, phones)

## 2. Payroll & Benefits

☐ Process final paycheck ☐ Confirm return of any outstanding advances/tools ☐ Review and explain benefits status ☐ Provide COBRA/benefits continuation information (if applicable) ☐ Update payroll system records

## 3. Systems & Accounts

☐ Disable POS access ☐ Remove access to inventory/ordering software ☐ Remove employee from scheduling system ☐ Update email and internal communications access

## 4. Store Procedures

☐ Remove from staff schedules/postings ☐ Update staff contact lists ☐ Advise team of termination as appropriate

## 5. Documentation

☐ Complete exit interview (if required) ☐ File termination paperwork in personnel file ☐ Document reasons for termination ☐ Obtain supervisor/HR sign-off

Additional Notes:

Completed By:

Date:

