

Employee Termination Checklist

A formal employee termination process, beginning with a checklist like the one below, will assist with a complete and smooth transition when an employee is leaving your organization. The following comprehensive list of termination activities can be customized to make sense in relations to your organization's processes and procedures.

Termination Checklist

- Notify Human Resources
- Obtain an official notice in writing
- Record termination details in the employee's file
- Notify your network administration of the last date of employment
- Submit final expense report
- Review confidentiality and non-compete agreements in place
- Conduct a confidential exit interview
- Obtain written permission for reference checking
- Communicate departure to all other employees
- Note if employee is eligible for rehire in their file

Last Day

- Collect all office equipment (computer and other technology equipment, cell phone, office badge, company credit card, etc.)
- Ensure all access to company-related log-ins is removed
- Distribute a COBRA letter
- Cancel corporate credit card/check for balances
- Verify current mailing address on file
- Notify employee how any final payments (paychecks, reimbursements, commissions, etc. will be paid out)

Post Departure

- Terminate status in the HRIS system
- Disable access to all company systems
- Disable building access
- Give manager access to employee's files including those on personal drives or desktop files
- Give manager access to employee's email for a predetermined period of time
- Set an out of office reply message on the departing employee's email account

Example: *Thank you for your email. As of **effective date**, I am no longer with **company name**. For assistance, please **contact manager name and contact information**.*

- Remove employee from email distribution lists
- Create a list of all other systems access that should be disabled for this employee (consider time and attendance systems, web-based products and departmental tools and resources)
- Change any team passwords the employee was privy to
- Change voicemail recording or forward calls to another number

