

## **TERMINATION CHECKLIST**

EMPLOYEE NAME \_\_\_\_\_

TERMINATION DATE \_\_\_\_\_

**FIRED** – Paycheck provided immediately

**QUIT with no notice** – Paycheck provided within 72 hours

**QUIT with more than 72 hours notice** – Paycheck provided on last day worked

### **BEFORE EMPLOYEE'S LAST DAY**

- ☐ RESIGNATION NOTICE BY LETTER OR EMAIL
- ☐ COMPLETE NOTICE TO EMPLOYEE AS TO CHANGE IN RELATIONSHIP. PRINT TWO COPIES, HAVE EMPLOYEE SIGN BOTH AND RETAIN ONE FOR FILE.

### **LAST DAY OF EMPLOYMENT**

- ☐ PROVIDE BLUE EDD “FOR YOUR BENEFIT” BOOKLET (none if Voluntary Quit)
- ☐ COLLECT KEYS, CARDS, CELL PHONE, LAPTOPS, PASSWORDS, ETC.
- ☐ COBRA INFORMATION (if applicable)
- ☐ ADDRESS CHANGES VERIFIED
- ☐ ELIGIBLE FOR REHIRE? YES \_\_\_\_\_ NO \_\_\_\_\_

### **AFTER EMPLOYEE'S LAST DAY**

- ☐ REMOVE FILES FROM ACTIVE STATUS: PAYROLL, HEALTH INSURANCE, PERSONELL FILE, ETC
- ☐ REMOVE PASSWORDS FROM PHONES, VOICEMAIL, COMPUTERS, SECURITY, ETC.

**BY SIGNING BELOW, I ACKNOWLEDGE RECEIPT OF ALL REQUIRED DOCUMENTS LISTED ABOVE**

EMPLOYEE'S SIGNATURE \_\_\_\_\_

MANAGER'S SIGNATURE \_\_\_\_\_