

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 _____