

**Termination Checklist**

Name:	Contract:
Job Title:	Manager:
Start date:	Years worked:
	End of employment date:
<u>Reason for termination of employment</u>	
<ul style="list-style-type: none"> <li>• Acknowledgement of receipt of termination letter</li> <li>• Exit interview carried out</li> <li>• Company property returned</li> <li>• Company swipe card/password cancelled</li> <li>• Uniform returned?</li> <li>• Computer access cancelled</li> <li>• Email account cancelled</li> <li>• Removed from phone list</li> <li>• Benefits cancelled?</li> <li>• Confirm contact information</li> </ul>	
<u>Final payments</u>	
<ul style="list-style-type: none"> <li>• Holiday pay:</li> <li>• Bonus/commission:</li> <li>• Outstanding loan:</li> </ul>	
N.B. Confirm all deductions	any deductions.
<u>Notes</u>	

S

A

M

P

L

E

# S A M P L E