



Employee Termination Checklist

Employee Name: _____ Department: _____

✓	ACTIVITY	DESCRIPTION
	<p>Document the Cause</p>	<ul style="list-style-type: none"> • Is this a voluntary or involuntary termination? • Did any disciplinary meetings, written or verbal warnings, etc. lead up to the termination? • Have all these notices and documents been filed with the employee's info?
	<p>Verify Legal Compliance</p>	<ul style="list-style-type: none"> • What federal, state, local laws apply to you? • If you have 100+ employees and lay off significant numbers of employees, you must provide 60 days notice. (Worker Adjustment and Retraining Notification Act - the WARN Act) • If you have 20+ employees, you must provide continuation of healthcare benefits. (COBRA)
	<p>Hold a Termination Meeting</p>	<ul style="list-style-type: none"> • Meet with the employee and have them sign an official termination agreement. • Review severance packages, last paycheck info, any non-compete agreements, & related policies. • Offer a letter of recommendation (if applicable) • Complete an exit interview (if applicable).
	<p>Inform Other Departments</p>	<ul style="list-style-type: none"> • HR and Payroll: Issues last paycheck, distributes accrued benefits, removes employee from payroll, etc. • IT: Deactivates employees' company accounts, email, and collects company devices. • Facilities: Collects keys, changes locks, updates phone directories, etc. • Administrative: Transfers the employee's calls and requests to another team member.
	<p>Offer Outplacement Services</p>	<ul style="list-style-type: none"> • Refer your employee to providers that assist with job placement. • Increases the chance that your relationship ends on a positive note, and decreases your likelihood of experiencing lawsuits or unemployment claims. • Sipley the Best provides Career Coaching outplacement services to help employees affected by terminations and reductions in workforce.