**Termination Checklist**

**Employee Information**

|  |  |
| --- | --- |
| **Full name** |  |
| **Position** |  |
| **Reporting to** |  |
| **End date** |  |

**Return of uniform, equipment, supplies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Uniform/Name tag** |  | **Keys** |  | **Cell phone** |  |
| **Laptop/Accessories** |  | **Access card** |  | **Other** |  |

**Benefits** Date removed Effective end date Comments

|  |  |  |  |
| --- | --- | --- | --- |
| **Group benefits** |  |  |  |
| **Medical plan** |  |  |  |
| **Other benefits** |  |  |  |

**Systems** Date removed Effective end date Comments

|  |  |  |  |
| --- | --- | --- | --- |
| **Company email** |  |  |  |
| **Voicemail** |  |  |  |
| **IT access** |  |  |  |

**Administration** Date completed Comments

|  |  |  |
| --- | --- | --- |
| **Departure announcement** |  |  |
| **Exit interview** |  |  |
| **Termination form** |  |  |
| **Final Pay cheque processing** |  |  |
| **Other** |  |  |

**Additional Comments**

|  |
| --- |
|  |