Terminated Employee Checklist

Free Terminated Employee Checklist with AI customization. Industry-specific guidance for terminated employee checklist. Build your checklist now.

Immediate Termination Actions

- ☐ Disable all system access immediately
- ☐ Deactivate security badges
- ☐ Change door codes/locks if necessary
- ☐ Retrieve company property
- ☐ Secure work area and files
- ☐ Remove from premises appropriately
- ☐ Collect personal belongings
- ☐ Provide termination letter
- ☐ Explain final pay details
- ☐ Document termination meeting
- ☐ Have witness present
- ☐ Maintain professionalism

Security & Access Removal

- ☐ Disable Active Directory account
- ☐ Close email account
- ☐ Revoke VPN access
- ☐ Remove from all systems
- ☐ Cancel software licenses
- ☐ Change shared passwords
- ☐ Remove from databases
- ☐ Block building access
- ☐ Cancel parking access
- ☐ Remove from visitor lists
- ☐ Update security with photo
- ☐ Archive digital files

Property Recovery

- ☐ Collect laptop/computer
- ☐ Retrieve mobile phone
- ☐ Return company vehicle
- ☐ Collect credit cards
- ☐ Get office keys
- ☐ Retrieve access badges
- ☐ Return uniforms
- ☐ Collect equipment

- ☐ Get parking permits
- ☐ Retrieve files/documents
- ☐ Document all returns
- ☐ Assess any damages

Final Compensation

- ☐ Calculate final wages
- ☐ Process accrued PTO
- ☐ Compute prorated bonus
- ☐ Include commissions owed
- ☐ Deduct advances
- ☐ Process within state timeline
- ☐ Prepare final pay stub
- ☐ Document all calculations
- ☐ Issue payment
- ☐ Cancel future payments
- ☐ Stop direct deposit
- ☐ Close expense accounts

Benefits Termination

- ☐ End health insurance
- ☐ Process COBRA notification
- ☐ Stop retirement contributions
- ☐ Cancel life insurance
- ☐ End disability coverage
- ☐ Stop FSA contributions
- ☐ Cancel other benefits
- ☐ Provide benefits summary
- ☐ Explain continuation options
- ☐ Process final claims
- ☐ Update beneficiaries
- ☐ Send required notices

Legal & Compliance

- ☐ File termination paperwork
- ☐ Complete separation notice
- ☐ Process unemployment forms
- ☐ Send COBRA notice
- ☐ Provide WARN notice if required
- ☐ Document termination reason
- ☐ Secure releases if applicable
- ☐ Update personnel file
- ☐ Maintain confidentiality
- ☐ Follow legal requirements
- ☐ Store documentation

- ☐ Report to government if required

Communication Management

- ☐ Notify HR immediately
- ☐ Inform senior management
- ☐ Brief immediate team
- ☐ Notify affected departments
- ☐ Inform clients if needed
- ☐ Update vendors
- ☐ Remove from website
- ☐ Update directories
- ☐ Change email signatures
- ☐ Redirect phone calls
- ☐ Manage external communication
- ☐ Address rumors professionally

Post-Termination Tasks

- ☐ Conduct exit interview if possible
- ☐ Transfer responsibilities
- ☐ Reassign projects
- ☐ Update org chart
- ☐ Plan for replacement
- ☐ Address team morale
- ☐ Review security risks
- ☐ Monitor for data breach
- ☐ Handle reference requests
- ☐ Process unemployment claims
- ☐ Manage any disputes
- ☐ Learn from situation