

## 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
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Group benefits			
Medical plan			
Other benefits			

### Systems

	Date removed	Effective end date	Comments
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Company email			
Voicemail			
IT access			

### Administration

	Date completed	Comments
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Departure announcement		
Exit interview		
Termination form		
Final Pay cheque processing		
Other		

### Additional Comments