

EMPLOYEE TERMINATION CHECKLIST

Last Name: _____ First Name: _____ Middle Initial: _____

Company/Property: _____ Termination Date: _____

Social Security Number: _____

- ☐ Signed Release of Information
- ☐ Signed Termination Report
- ☐ Exit Interview Questionnaire
- ☐ Signed COBRA Letter
- ☐ Signed 401(k) Paperwork
- ☐ Safety Manual # _____
- ☐ Emergency Procedures Manual # _____
- ☐ Personnel Handbook
- ☐ Insurance Benefits Cancelled
- ☐ Transfer of Real Estate License Form
- ☐ Company Credit Cards _____
- ☐ Petty Cash
- ☐ Keys: Property _____ Office _____ Mailbox _____
- ☐ Uniform Shirts/Pants
- ☐ Pager # _____
- ☐ Cell Phone # _____
- ☐ Parking Pass
- ☐ Termination Letter*

* TERMINATION LETTER

- ☐ Dates of Service
- ☐ Final Rate of Pay
- ☐ Position Title
- ☐ Reason for Separation
- ☐ Last Paycheck Mailing Date
- ☐ COBRA Notice
- ☐ 401K Options
- ☐ Vacation Days to be Paid Out

EMPLOYEE SIGNATURE: _____ DATE: _____

EMPLOYER SIGNATURE: _____ DATE: _____