

Termination Checklist

TERMINATION CHECKLIST	✓
1 State clearly and briefly the reason and purpose of the meeting.	
2 Advise the employee that the decision is final and cannot be rescinded.	
3 Outline when the exact date of termination is to take effect (e.g. immediately or two weeks' working notice, etc.)	
4 Review the written benefits summary that may include: severance pay, vacation pay, sick time pay, health and life benefits continues and for how long, outplacement assistance, etc.	
5 Ensure final pay cheques, expense cheques and vacation payments are ready and provided to the employee.	
6 Request return of organization property, security and access cards, credit cards, computer passwords, etc.	
7 Inform the employee how to collect their personal belongings.	
8 Inform the individual that it is recommended that they leave the building immediately after they collect their personal effects.	
9 Close the meeting by indicating that they can call you if they have any questions regarding their severance document package and that you will be notifying them of any relevant matters (eg. benefits information).	
10 Wish them well.	
11 Inform the rest of the organization they are no longer employed to manage the risks.	