

Employee Termination Exit Checklist

Employee Name _____

Position: _____

Date of hire: _____

Date of Termination: _____

Topics to discuss

Salary/Payroll

_____ Salary through last day of employment: _____

_____ Accrued, unused vacation through last day: _____

_____ Other adjustments (commission, travel expenses, etc.): _____

_____ Disclose any benefits included as taxable wages: _____

_____ Total of final check: _____

Employee benefits:

Health Insurance

_____ Cobra information given to employee

_____ Date coverage ends:

_____ Insurance company notified

401(k) plan:

_____ Withdrawal/rollover information given to employee

Profit Sharing Plan:

_____ Employee notified of any distribution

Return of Company Property:

_____ Identification badge:

_____ Keys, fuel card info:

_____ Equipment (Tapes, knives, tools, cell phone, pager, laptop, etc...)

_____ Credit cards

_____ Books, instruction manuals, or other printed material

_____ Other items, list

Terminating employee's forwarding address:

Completed by: _____ Position: _____ Date: _____