

CHECKLIST FOR EMPLOYEE TERMINATION

Employee Name:	"[Insert Name Here]"
Employee Number:	"[Insert Number Here]"
Termination Date:	"[Insert Date Here]"
Checklist	Status Note
Payroll Department notified?	<input type="checkbox"/>
Has the exit interview been concluded?	<input type="checkbox"/>
Have the following payments been calculated?	
<ul style="list-style-type: none"> • Any loans due to employer <input type="checkbox"/> • Pro-rata pay to employer <input type="checkbox"/> • Annual leave due to employer <input type="checkbox"/> • Bonus due to employer <input type="checkbox"/> • Provident Pension <input type="checkbox"/> • Other payments <input type="checkbox"/> 	
Have the following items been collected?	
<ul style="list-style-type: none"> • Cell phone <input type="checkbox"/> • Data devices / sim cards <input type="checkbox"/> • Vehicle keys, Office keys, access <input type="checkbox"/> • Laptop / Computer / Other electronic <input type="checkbox"/> • Documents / Files / Confidential information <input type="checkbox"/> • Credit cards / Debit Cards / Other <input type="checkbox"/> • Uniforms / PPE / Other <input type="checkbox"/> 	

SAMPLE
PAGE
VIEW

"[Insert Name Here]"
 "[Insert Date Here]"