

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: _____

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