Employee Separation Checklist

Employee Name _____ Employee Number _____

Position _____ Date _____/_____/_____

Address _____

City _____ State _____ Zip Code _____

Reason for Termination ☐ Discharge ☐ Resignation ☐ Layoff

Comments _____

_____

_____

CHECKLIST	DATE/INITIALS Supervisor/Manager
1. Obtained written resignation from employee, for voluntary separation only.	_____
2. Notified Payroll/Human Resources to calculate final pay.	_____
3. COBRA and HIPAA information has been supplied to employee.	_____
4. Unemployment separation notice has been supplied to employee, if required.	_____
5. Conduct an exit interview, for voluntary separation only.	_____
6. Obtained company-owed property:	
ID Badge	_____
Employee Handbook	_____
Keys	_____
Credit Card(s)	_____
Security Access Card	_____
Other	_____
7. Completed benefit forms:	
Retirement	_____
401(k)	_____
Life Insurance	_____
Other	_____

Supervisor/Manager Signature _____ Date _____ / _____ / _____