Employee Termination

PERSONAL AND CONFIDENTIAL

Employee Name | Date

Address

City | State | Zip

Voluntary

- Without notice or reason
- Another Job
- Relocation
- Illness
- Marriage
- Working Conditions
- Work Schedule
- Problem with Supervisor
- Problem with Co-worker
- Personal Problem
- Return to School
- Retirement
- Refused Suitable Work
- Pay
- Enlisted in Armed Forces
- Other

Involuntary

- Absenteeism
- Insubordination
- Violation of Rules
- Lack of Work
- Intoxicated
- Tardiness
- Unsatisfactory Performance
- Refusal to Follow Instruction
- Job Eliminated or Changed
- Involuntary Retirement
- Other

Explain reason given above in detail

Employee's statement of reason for termination.

Is employee eligible for rehire? Yes No

If not eligible or only under certain conditions, explain:

Department Signature | Date

Employee Termination Checklist

PERSONAL AND CONFIDENTIAL

Employee Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Type of Termination

- **Voluntary**
  - Employee provides resignation letter, send copy to the Human Resources
  - Verbal resignation, supervisor should provide to employee confirmation of
  - Resignation in writing, send copy to Human Resources
- **Involuntary**
  - Lay off
  - Termination for cause
  - Death
  - End of the inactive status period

Review Agreements

- **Employment Agreement**
- **Non-compete and non-solicitation Agreement**
- **Intellectual Property Agreement**
- **Confidentiality Agreement**

Return Company Property

- **Corporate credit card**
- **Keys**
- **ID badges**
- **Parking permit**
- **Computer & cables**
- **Company phone**
- **Company books and materials**
- **Any other company-owned equipment**

Permissions / Access Termination

- **Disable employee building or property access**
- **Reset Passwords**
- **Close accounts (general and position specific)**
- **Forward emails or set up auto-response**
- **Backup files**

Final Things To Do

- **Obtain signed Termination Notice (if applicable)**
- **Request final check(s) for wages, vacation, stock options, and other legally required compensation**
- **Prepare COBRA notice**
- **Discontinue 401k contributions and matches**
- **Discontinue Life/Disability Insurance**
- **Exit interview**
- **Update HRIS and other employee files**
- **Other** _____

Human Resources _____ Date _____