

# Involuntary Termination Checklist



**Employee Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Termination Date:** \_\_\_\_\_

- Prepare the final paycheck according to state requirements and confirm that the final wages will be ready for the employee, as applicable by state law.
- Prepare the appropriate separation forms:
  - State Unemployment forms/pamphlets
  - Termination letter
  - Severance Agreement/Release of Claims, if applicable
- Conduct the separation meeting:
  - Explain to the employee the reason for termination and explain that the decision is final. The reason should be concise and to the point.
  - Provide final paycheck and collect the Final Paycheck Acknowledgement form.
  - If the employee has group health benefits, review how and when benefits will end. Advise the employee that COBRA election paperwork will be mailed.
  - Provide the employee with state unemployment information and briefly review how to apply for unemployment insurance benefits.
  - If applicable, notify the employee of the types of references the company provides and whom to contact for the verifications.
  - If applicable, provide the Severance Agreement/Release of Claims and notify the employee of their timeline to consider the agreement and deadline for returning the signed form.
  - Collect passwords, company property, and any other company-specific items.
  - Conclude the separation meeting, walk the employee to their desk to collect company property and allow the employee to pack up personal belongings. Once the employee has turned in company property and gathered their belongings, escort the employee out of the building.

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- Notify management and key team members that the employee is no longer with the organization.
- Complete HR administrative functions:
  - Contact IT to close all employee accounts and change passwords.
  - Document statements made in the meeting.
  - Contact insurance carriers to inform them about the benefit terminations.
  - Contact your COBRA administrator, if applicable.
  - Update your company's internal HRIS, if applicable.
  - Move personnel and confidential files to the "Terminated Employees" file section.

**Still, looking for more information on the termination process? Check out the links below!**



Here are some tips from our HR Pros to help you avoid these pitfalls and make corrective action productive for everyone.

**[Read the full article here!](#)**

Terminating employment always comes with risk, even when it's done for a good cause. Reduce risk with progressive discipline tactics.

**[Read the full article here!](#)**

