**Employee Termination Checklist**

**Employee Name:**

**Job Title:**

**Date:**

[ ]  **Start preparing termination documents**

Your checklist will start with basic data, such as: employee's name, job title, and last day of work. You may also include the department he worked in and the HR person handling the termination.

[ ]  **Notify HR**

It’s essential for the company – the procedures must be respected.

[ ]  Inform the employee about the termination

[ ]  Employee termination letter

[ ]  Employee termination email

It is preferable to have a face-to-face discussion, but if the position is a remote one, this may not be possible. In those cases the letter/email is the solution.

Be aware! We recommend you write a letter even if the employee works at the company’s offices and you have the option to speak with him. A written record is best for the employer.

[ ]  **Discuss non-compete agreement**

If the employee has signed one at the beginning of the employment, make sure you remind him of the implications after the termination.

[ ]  **Remove network and business access**

Make sure the terminated employee hands over every object pertaining to the company.

[ ]  **End compensation and benefits**

Payroll and Financial department are responsible for ending all compensation and benefits.