

# 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-owned property:   |       |
| ID Badge  | _____ |
| Employee Handbook   | _____ |
| Keys  | _____ |
| Credit Card(s)  | _____ |
| Security Access Card  | _____ |
| Other _____   | _____ |
| 7. Other:   |       |
| _____   | _____ |
| _____   | _____ |
| _____   | _____ |
| _____   | _____ |

Supervisor/Manager Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_