

Resignation of an employee: Sample termination checklist

| Actions | Completed |
|---|-----------|
| Request signed resignation letter | |
| Calculate final payments <ul style="list-style-type: none"> • Wages • Vacation • Overtime • Bonuses • Commissions | |
| Remove from payroll <ul style="list-style-type: none"> • Arrange for Record of Employment (ROE) and provide copy to employee | |
| Remove from group benefits plan(s) <ul style="list-style-type: none"> • Advise employee of their rights with respect to benefits conversion privileges | |
| Conduct exit interview | |
| Gather company property <ul style="list-style-type: none"> • Laptop and related equipment • Cell phone • Tablets • Access card(s) • Keys | |
| Remove access to <ul style="list-style-type: none"> • Network • Email • Facility's access codes • Distribution lists • Telephone lists | |
| Inform appropriate individuals <ul style="list-style-type: none"> • Staff • Clients • Vendors • IT service providers | |