

**Employee Information:**

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_ Term Date: \_\_\_\_\_

**If termination is involuntary:**

- Documentation of performance issues and disciplinary action is in employee file

**Before employee's last day of employment:**

*Human Resources*

- Cancel stock options

*Accounting/Finance*

- Final paycheck is being prepared
- Check for final balances on corporate
- Final Expense Reports submitted
- Final Expense Reports paid

*Office Coordinator/Facilities*

- Cancel voicemail account effective employee's last day
- Request to have employee's network access closed effective employee's last day

**Last day of employment:**

- Non-Disclosure Agreement
  - Provide copy
  - Explain non-compete
  - Retrieve any confidential information
- Collect or verify computer system(s)
- Collect security card
- Collect cell phone
- Collect phone card
- Collect corporate credit card
- Exit Interview Questionnaire
- Departure is communicated to staff
- Eligible for rehire?
  - Yes
  - No
- Terminate status in the HRIS system

**After the employee's last day:**

- Check for any additional amounts owed for commissions, expense reports, etc.

**Reason for leaving:**

\_\_\_\_\_  
**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_