

Involuntary Termination Checklist

1. Discuss termination with management and qualified legal counsel to ensure the termination is warranted and compliant with federal and state laws.
2. Prepare the final pay check according to [state requirements](#) and confirm that the final wages will be ready for the employee, as applicable by state law.
3. Prepare the appropriate separation forms:
 - a. State unemployment insurance forms/pamphlets
 - b. Termination letter
 - c. [Severance Agreement/Release of Claims](#), if applicable
4. Conduct the separation meeting:
 - a. Explain to the employee the reason for termination and explain that the decision is final. Be concise and to the point.
 - b. Provide final pay check and collect a signed form acknowledging the employee has received final pay.
 - c. If the employee has group health benefits, review how and when benefits will end. Advise employee that [COBRA](#) election paperwork will be mailed.
 - d. Provide the employee with state unemployment information and briefly review how to apply for unemployment insurance benefits.
 - e. Notify the employee of the types of references the company provides and provide the name of a person to contact for the verifications.
 - f. If applicable, provide the [Severance Agreement/Release of Claims](#) and notify the employee of when he or she must respond and return the signed form.
 - g. Collect passwords, company property, and any other company-specific items.
 - h. Conclude the separation meeting, walk the employee to his or her desk to collect company property and allow the employee to pack up personal belongings. Once the employee has turned in company property and gathered belongings, escort the employee out of the building.
5. Notify management and key team members that the employee is no longer with the organization.
6. Complete HR administrative functions:
 - a. Contact IT to close all employee accounts and change passwords.
 - b. Document any statements made in the meeting.
 - c. Inform insurance carriers about benefit terminations.
 - d. Contact your COBRA administrator, if applicable.
 - e. Update your company's internal HRIS system, if applicable.
 - f. Move personnel and confidential files to "Terminated Employees" file section.