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Termination & Offboarding Checklist

Handled with clarity, compliance, and respect.

BEFORE THE CONVERSATION

- ☐ Grounds and supporting documentation confirmed
- ☐ Notice, severance, and final pay obligations calculated
- ☐ Termination letter and final pay statement prepared
- ☐ Timing, location, and attendees planned
- ☐ System and building access revocation timed to the meeting

THE CONVERSATION

- ☐ Kept brief, respectful, and factual
- ☐ A second person (HR or a witness) present
- ☐ Termination letter and pay details provided in writing
- ☐ Benefits continuation and Record of Employment timing explained

AFTER

- ☐ Record of Employment issued within the required timeframe
- ☐ System and building access revoked
- ☐ Company property collected
- ☐ Final pay processed
- ☐ Internal communication handled discreetly and factually