EMPLOYEE TERMINATION CHECKLIST

THE ARNOLD GROUP
Recruiting & Staffing · Executive Edge · C3 Compensation

Use this checklist to coordinate a respectful, consistent separation. Complete only the steps that apply to the circumstances and applicable law.

Employee: _____

Position: _____

Manager/owner: _____

Separation date: _____

Decision reviewed/approved by: _____

Date of approval: _____

Type of separation:

□ Performance

□ Misconduct

□ Attendance

□ Position eliminated

□ Other: _____

1. Before the termination

Pre-Termination Risk Review

□ Confirm the decision is supported by accurate, sufficient documentation.

□ Verify that applicable company policies and procedures have been followed.

□ Confirm any necessary investigation has been completed.

□ Review whether the employee has recently engaged in protected activity, requested leave or accommodations, or filed a workplace complaint.

□ Consider potential discrimination, retaliation, contractual, or other legal concerns.

□ If the separation involves position elimination or a reduction in force, obtain additional guidance before proceeding.

This guide is general information, not legal advice or a substitute for reviewing applicable laws, agreements, and company policies. Consult qualified professionals about specific circumstances.

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2. Separation preparation

□ Confirm final-pay timing and components (wages, commissions, payable leave, reimbursements and lawful deductions) under applicable requirements.
□ Prepare benefits/continuation-coverage and unemployment information, notices and separation documents as applicable.
□ Assign meeting participants, location, timing, privacy arrangements and a plan for safe, respectful departure.
□ Coordinate property return, account access changes and continuity of business operations.

3. During the conversation

□ Communicate the final decision clearly, promptly and factually; do not misstate the reason.
□ Keep the discussion brief, professional and respectful; allow questions without debating the decision.
□ Explain the effective date, final pay, benefits, property return and next contact.
□ Confirm the employee can retrieve personal belongings and understand next steps.

4. After the termination

□ Document meeting date, attendees, explanation given and follow-up commitments.
□ Process pay, notices, reimbursements and benefits actions by applicable deadlines.
□ Recover company property and adjust access in coordination with appropriate teams.
□ Communicate only necessary operational changes to coworkers; respect confidentiality.
□ Reassign responsibilities and track unresolved follow-up items.

4. Follow-up and accountability

Outstanding action	Responsible person	Due date	Completed Y/N	Date Completed
Final payroll processing				
Benefits and notices				
Property and access				
Other follow-up				

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