

TERMINATION CHECKLIST

Employee Name: _____

Terminate Date: _____

Required/ Applicable ?	Document/Event Description ¹	Date Given/ Conducted	Date Returned Filed/Sent
	Employer's Due Diligence Prior to Termination: to justify legitimate non-discriminatory, non-retaliatory reason for termination (e.g. input from Employee's supervisor, review of Employee' personnel (re: are there any issues to be mindful/careful of before termination? Consult legal counsel if necessary before termination.)		
	Termination/Exit Interview with Employee (conduct in discrete manner to protect Employee's dignity – outside sight and sound of other employees.)		
	Final Paycheck (all earned wages, including accrued vacation/PTO must be paid at time of termination.)		
	Final Paycheck Acknowledgment Form (recommended)		
	Termination Letter (optional)		
	Notice to Employee re: Change in Relationship (Unempl. Ins. Code § 1089)		
	Signed Acknowledgment of Receipt of Notice to Employee re: Change in Relationship		
	EDD Form 2320: California Unemployment Insurance Pamphlet		
	CA Dept. of Health – Notice to Terminating Employee (HIPP Program)		
	COBRA Notice (if employee on health plan, must be provided by plan administrator within time requirements under COBRA regulations)		
	Acknowledgement of Receipt of COBRA rights		
	Cal-COBRA Notice (for small employers <20 - if employee on health plan, must be provided by plan administrator within time requirements under Cal-COBRA regulations)		
	COBRA Election Form		
	Severance and Release Agreement (optional – is severance going to be offered in exchange for a release of claims? If so: It must contain required language under OWBPA/ADEA if employee is 40+ old. Also, do not give severance check to terminated employee unless and until he/she provides signed Agreement and Agreement becomes effective (e.g. after 7 day revocation period under OWBPA/ADEA)		
	Request for return of all Company property & reminder of continuing obligation to keep Employer's proprietary and trade secret information confidential		
	Response to/Appeal of Unemployment Insurance Claim (if		

¹ Documents/checks highlighted in Red must be given to Employee at time of termination.

	applicable)		
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