

## TERMINATING AN EMPLOYEE - CHECKSHEET

Title: Terminating an Employee Checksheet

Abstract: This document is a checksheet of some tasks to perform if you need to fire someone.

Author: [Author Name]

Business Approval: [Approver Name]

Date Issued: [Date Issued]

### AMENDMENT RECORD

Issue Number	Date Issued	Description and Author
001		Original Issue

## Terminating an Employee – Checksheet

Employee Name and Surname		Employee Number	
Interviewer name and surname		Date	

Step	Task	completed Y/N	Notes
<b>Pre-Termination Preparations</b>	Review Employee File		
	Check Employment Contract		
	Gather Necessary Documentation		
	Consult Legal/HR Policies		
	Plan the Meeting		
	Choose Meeting Location and Time		
	Arrange for Support Person (if needed)		
<b>During the Termination Meeting</b>	Prepare for the Meeting		
	Communicate Clearly		
	Allow for Employee Response		
	Discuss Final Arrangements		
	Address Grievances		

<b>Post-Termination Actions</b>	Provide Termination Letter		
	Arrange for Final Pay		
	Return of Company Property		
	Conduct Exit interview (if applicable)		
	Notify Relevant Staff		
	Update HR Records		
<b>Follow Up</b>	Monitor Team Morale		
	Review and Reflect		