

# 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.

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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		

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