**Termination checklist**

**Employee name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Last day worked** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Items to be returned**

🞏 ID Badge, access card, office keys

🞏 Company materials and equipments,

🞏 Company cards

🞏 Company files and manuals (digital or paper)

🞏 Company car, parking permit

🞏 Sales products and documents

**Information to be reviewed**

🞏 Intellectual Property Agreement

🞏 Confidentiality Agreement

🞏 Notice Period Agreement

🞏 Non-compete Agreement

**Pay and Benefits**

🞏 Vacation and time-off balance \_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Reimbursement of expenses

🞏 Loans

🞏 Last salary paid on \_\_\_\_\_\_\_\_\_\_\_\_\_

Company representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employeesignature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_