

Termination Meeting Checklist



- Tell the employee the purpose of the meeting. (Although there may or may not be a requirement to inform the employee of the reason for termination under state law, it is generally advisable to provide the reason. One of the flags that often signals a wrongful discharge is the absence of a reasonable explanation for the discharge. If you have solid grounds for discharge, there is little reason not to advise the employee of those grounds.)
- Emphasize that you have performed a complete investigation of any incident or done a thorough review of the employee's performance.
- Tell the employee the effective date of the termination.
- Review with the employee a written summary of benefits. This summary should include, where applicable, severance pay, compensation for vacation and sick time, continuation of health and life insurance benefits, other benefits, and re-employment assistance.
- Explain the company's policy on providing references to prospective employers.
- If the employee is to leave immediately, have any final checks, benefits, or vacation payments prepared and inform the employee how to collect his/her personal belongings and leave the premises. It is important to check your state's law to determine any requirements related to final paychecks, as some states require the final check to be delivered at termination. If you do not provide the paycheck immediately, be sure to deliver it within the time limit prescribed by law.
- If the employee will continue to be employed by your company for a period of time, provide the employee with a written summary of projects to be transferred to ensure a smooth transition.
- If applicable, outline the next steps in the termination process, such as the last day of work, return of company ID, keys, computers and credit cards.
- End the interview by saying that the employee will be notified of any other matters that must be dealt with, such as COBRA coverage or any state-required continuation of benefits (or "mini-COBRA") if applicable. Be sure to check with your state labor department for continuation of coverage requirements.
- Extend to the employee in a way natural to you good wishes in his or her future endeavors.
- After the meeting, update the employee's personnel file before placing it into inactive status. Then make sure the employee's name is removed from company directories, including e-mail, and have business mail routed to the individual who will handle the former employee's duties.
- You may wish to archive the employee's email for a time just in case anything arises in which you need it.