

Separation Checklist

EMPLOYEE SEPARATION CHECKLIST

NAME OF EMPLOYEE: _____

EFFECTIVE DATE OF SEPARATION: _____

In connection with the separation of your employment, you have the following obligations:
(Please initial all that apply)

- Return all Company materials, documents, data, etc., whether in paper or electronic form
- Return all Company equipment and property, including, but not limited to:
 - Keys to Company property
 - Parking/building access card
 - Uniform(s)
 - Nametag(s)
- Computer equipment:
 - Computer, Model _____
 - Laptop, Model _____
 - Printer, Model _____
- Cell phone
- Company credit cards
- Other (specify) _____
- Repay any outstanding advances owed to the Company. Expense advances, vacation advances and debts owed by the employee to the Company that are subject to repayment through payroll deductions will be deducted from the final check to the extent permitted by law.
- Comply with the Company's [trade secret and confidentiality agreement],* including

your continuing obligation to maintain the confidentiality of Company proprietary information.

Your access to the Company's computer ends on: _____
Password: _____

Your access to the Company's voice mail ends on: _____

Your access to the Company's property ends on: _____

Your ability to act for the Company ends on: _____

Your health/dental/vision benefits will terminate on: _____

You were informed about your COBRA Insurance rights on: _____

Your final pay in the amount of : \$ _____
Received on: _____

Other checks received _____ \$ _____
Received on: _____

Please sign below indicating that you agree and accept the information above.

Date

Employee Signature

Print Name

Date

Employer Signature

Print Name