



Termination Checklist (Restaurant Version, 2025)

Employee Name: _____

Last Day of Employment: _____

(Attach all termination documents or ensure they are in the electronic HR file for the employee.)

Employee Meeting & Documentation

- Reason for termination explained clearly and concisely (if involuntary)
 - Termination or resignation letter prepared and included in personnel file
 - Final paycheck calculated and paid (include all earned wages, tips, and accrued-but-unused Paid Time Off)
 - If involuntary: paycheck provided immediately upon termination
 - If voluntary: paycheck provided on the next regularly scheduled payday
 - Severance Agreement / Release of Claims (if applicable) prepared and issued
 - Unemployment separation notice prepared and issued. *(In Colorado, employers are required to provide a written separation notice to employees upon termination, which includes information about unemployment benefits. This notice, available on the [Colorado Department of Labor and Employment's website](#), must include details like the employer's and employee's information, separation date, and reason for separation. This notice helps employees understand their eligibility for unemployment benefits.)*
 - Discuss benefits termination, COBRA / State Continuation paperwork provided
 - Explain 401(k) / profit-sharing withdrawal process (if applicable); provide special tax notice and forms
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Company Property Retrieval

- Uniforms (including aprons, chef coats, hats, etc.)
 - Restaurant tools (e.g., knives, wine keys, thermometer, etc.)
 - POS system credentials removed
 - Locker/office keys, swipe cards, name badges
 - Company-issued phone, tablet, credit cards, or vehicles
 - Employee handbook and training materials (if reusable)
 - Outstanding receipts for reimbursement
 - Employee discount access removed
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Accounts, Passwords & Security

- IT notified to close employee accounts and change passwords (POS, scheduling system, email, etc.)
 - Password for voicemail: _____
 - Passwords for websites: _____
 - Passwords for secure files: _____
 - Remove employee from all internal communications (e.g., team messaging apps, WhatsApp groups, scheduling platforms like 7Shifts or HotSchedules)
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Operational & Compliance Tasks

- Forwarding address (if termination due to relocation):

- Inform scheduling manager to remove from future shifts
 - Update payroll and HRIS systems
 - Notify insurance carriers of benefits termination
 - Inform department heads and key staff of termination
 - Document any final statements made by employee during exit meeting
 - Move all employee files to "Terminated Employees" section
 - Review tip pool / tip credit logs to ensure proper payout and compliance
 - Check for any health/safety violations tied to terminated employee's behavior (for compliance documentation)
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Human Resources Representative signature: _____

Date: _____