

## Leading With Clarity

# Employee Termination Checklist

☐ ***Confirm Documentation is Complete***

Ensure all prior warnings, write-ups, and supporting documentation are accurate, consistent, and up to date.

☐ ***Verify Policy and Decision Alignment***

Confirm the reason for termination aligns with company policy and has been applied consistently in similar situations.

☐ ***Prepare the Termination Conversation***

Plan what you will say in advance. Keep the message clear, direct, and focused on the decision.

☐ ***Conduct the Meeting Professionally***

Deliver the decision respectfully and without debate. Avoid over-explaining or introducing new issues.

☐ ***Collect Company Property and Secure Access***

Retrieve any company-issued items and coordinate system or facility access changes immediately.

☐ ***Document the Termination***

Record the outcome of the meeting, including what was communicated and any employee response.

☐ ***Communicate Internally (Appropriately)***

Notify relevant team members using clear, professional language. Do not share unnecessary details.

Prepare → Communicate → Document → Secure → Follow Through