

Termination Follow-Up Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Attendees: [Insert Names]

Agenda Items

1. Welcome and Introductions
2. Review of Termination Process
3. Discussion of Final Pay and Benefits
4. Return of Company Property
5. Addressing Employee Concerns
6. Next Steps and Closing Remarks

Notes

[Space for additional notes]