

Everything under control thanks to our leaving checklist

Have you terminated your employer-employee relationship? As your employee is leaving, you as an employer have to fulfill certain obligations. To provide you with an overview of the tasks to be completed, we have compiled a leaving checklist for you.

To keep everything under control, you may go through it step by step, tick off point by point and file it for your records.

- ☐ Draw up work certificate for employee (see blog article job reference incl. free download of a template)
- ☐ Inform the employee about the fact that accident insurance will expire 30 days after termination of employment
- ☐ Settle compensation for open holidays or overtime
- ☐ Print out wage statement directly on my.quitt.ch, sign it and hand it over to your employee
- ☐ Abide by the important tips for the drawing up of the wage declaration
- ☐ Organize key return (see [quitt.ch](#) key receipt)
- ☐ If necessary, liquidate [quitt.ch](#) account