



Layoff Preparation Checklist

Documents & Records

- ☐ Update resume with measurable accomplishments
- ☐ Download work samples/portfolio (per policy) and personal files from work accounts
- ☐ Collect employment docs: offer letter, role description, reviews, final pay details
- ☐ Gather benefits info: health, COBRA, 401(k), HSA/FSA balances, PTO policy
- ☐ Review any non-compete/NDA and post-employment restrictions

Financial Readiness

- ☐ Draft a bare-bones 3–6 month budget
- ☐ Confirm severance terms and payout timing (get in writing)
- ☐ File for unemployment benefits (note weekly certification)
- ☐ Decide on health coverage: COBRA vs. marketplace (compare deadlines/costs)
- ☐ Pause nonessential subscriptions; set bill autopay reminders

Logistics & Access

- ☐ Return company equipment (get a receipt)
- ☐ Change 2FA and passwords on personal accounts
- ☐ Export contacts/network details (in compliance with policy)
- ☐ Update LinkedIn headline and 'Open to Work' settings
- ☐ Request references or recommendation letters

Rights & Final Pay

- ☐ Verify final paycheck date and PTO payout (state law)
- ☐ Check WARN notice (if applicable) and outplacement services
- ☐ Clarify non-disparagement or release clauses before signing
- ☐ Keep personal copy of signed agreements

Wellbeing & Next Steps

- ☐ Plan a decompression routine (sleep, movement, support)
- ☐ Set a gentle weekly job-search cadence
- ☐ Schedule informational chats (3–5/week)
- ☐ Create a 30–60–90 transition plan