



TIM LOUIS & COMPANY

BARRISTERS
& SOLICITORS

Your Next Steps After Termination — Checklist

Losing your job can be overwhelming. This short checklist is designed to help you stay calm, organized, and protected while you review your options. If you're unsure what's fair, call Tim Louis & Company for a free consultation.

- ✓ Pause before signing any documents. Take time to review your termination letter and release.
- ✓ Gather your employment records — offer letter, pay stubs, benefits information, and correspondence.
- ✓ Apply for Employment Insurance (EI) as soon as possible.
- ✓ Keep notes on the meeting, including who was present and what was said.
- ✓ If your health was affected or you were on disability, get medical documentation.
- ✓ Do not post about your termination online.
- ✓ Contact Tim Louis & Company before accepting or rejecting any severance offer.
- ✓ Record your job search efforts (dates, applications, responses) to support any future claim.
- ✓ Ask questions about benefits continuation and accrued vacation pay.
- ✓ Stay informed — visit timlouislaw.com for more free resources and guides.

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Free consultation: We'll review your termination or severance offer within 24 hours.