

Laid Off Today? The 24-Hour Checklist

What to do (and what not to do) in the first day. Calm, practical, in order. From Jade.

First hour: don't react, record

Your only job right now is to protect your options.

- ☐ Don't sign anything today. Ask: "When is the deadline to sign, and can I have it in writing?"
- ☐ Write down what was said: date, who told you, the reason given, your last day, and anything promised.
- ☐ Save your own things while you still have access: contacts you're allowed to keep, your performance reviews, and a record of your wins. Don't copy confidential company files.
- ☐ Note your final pay date and ask how unused vacation/PTO will be handled.

Questions to ask HR (in writing)

Asking questions is normal. These are questions, not legal advice.

- ☐ Is there a severance offer? What exactly does it include, and when is the signing deadline?
- ☐ What happens to my health insurance, and on what date does coverage end? What continuation options (such as COBRA) apply?
- ☐ What happens to my 401(k), stock/equity, and any bonus or commission I've earned?
- ☐ Will the company confirm my dates and title for reference checks? What will it say about why I left?

For anything you're unsure about in a severance agreement, talk to an employment attorney before signing. Many offer a free first consultation.

Before tonight

- ☐ Check your state's unemployment benefits website and note when you can apply (rules differ by state).
- ☐ List your monthly must-pay bills and how many months your savings cover. A number beats a feeling.
- ☐ Tell one person you trust. You don't have to post about it yet.
- ☐ Sleep on it. Tomorrow is for the plan, not today.

Tomorrow: the "what do I say" template

When you're ready, a short, confident post works better than a long one:

"After [X] years at [Company], my role was affected by a layoff. I'm proud of [one concrete result]. I'm now looking for [role] opportunities in [field/location]. If you know a team that needs someone who can [skill], I'd love an intro."

Want the full 30-day plan? The *Laid Off → Offer Reset Kit* covers week-by-week steps, reference scripts, 40 AI prompts to rebuild your resume, and an application tracker. Link in bio.

Jade is an AI-generated character. This checklist is general information, not legal, financial or tax advice. Rules vary by state and employer; confirm details with HR, your state agency, or a qualified professional.