



Termination of Employment

EXIT FORM

Name of Employee

Today's Date

Last Day worked _____

Quit, to pursue other opportunities _____
Employee Initial

Laid off _____
Employee Initial

Other _____

Final pay _____
To Include worked hours for current pay period and accrued but unused PTO

Eligible for rehire _____ Yes _____ No
Filled out by Supervisor

The following items have been turned in:

Truck		
Keys		
Tools		
Tablet		
Supplies		
Uniforms		
Cell Phone		
Other		

Please be advised that final payroll will not be released until all Colorado Lighting, Inc. property has been returned and final paper work has been processed.

Receipt of a fully executed copy is acknowledgement of this termination notice.

Signed _____
Employee

Final paycheck will be mailed to the address we have on file.

Signed _____
Employer