



"your workforce management & staffing experts"

Termination of Employment

EXIT FORM

Ben Miller Name of Employee 3/19/2021 Today's Date

Last Day worked 3/18/2021

Quit, to pursue other opportunities BM Employee Initial Laid off _____ Employee Initial

Other _____

Final pay 1 day 3/18/2021
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	<input checked="" type="checkbox"/>	
Supplies	<input checked="" type="checkbox"/>	
Uniforms	<input checked="" type="checkbox"/>	
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 [Signature] Employee

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

Signed Will Robinson Employer