



Corporate Management Group  
 12000 N. Washington St. Ste. 290  
 Thornton, CO 80241  
 Office – (303) 920-1425  
 Fax – (303) 737-7767  
 Contact Name: Tina Krol

Termination of Employment

Casey Dietz \_\_\_\_\_ 1-29-16  
 Name of Employee Today's Date

Last Day worked 1-22-16

Quit \_\_\_\_\_  
 Employee Initial

Laid off \_\_\_\_\_  
 Employee Initial

Terminated \_\_\_\_\_  
 Employee Initial

Failure to report to work \_\_\_\_\_  
 Employee Initial

Other \_\_\_\_\_  
 Employee Initial

Final pay to include 6.0 hrs PTO  
 Worked hours for current pay period and accrued but unused PTO

Eligible for rehire \_\_\_\_\_ Yes \_\_\_\_\_ X No

The following items have been turned in:

|            |  |  |
|------------|--|--|
| Truck      |  |  |
| Keys       |  |  |
| Tools      |  |  |
| Supplies   |  |  |
| Uniforms   |  |  |
| Cell Phone |  |  |
| Other      |  |  |

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

Signed \_\_\_\_\_  
 Employee

Signed \_\_\_\_\_  
 Employer

Please see attached for signatures.

# Termination of Employment

## EXIT FORM

Name of Employee Cosay Dietz Today's Date 1/29/16

Last Day worked 1/22/16

Quit, to pursue other opportunities CO  
Employee Initial

Laid off \_\_\_\_\_  
Employee Initial

Other \_\_\_\_\_  
\_\_\_\_\_

Final pay 6.0 hrs PTO  
To include worked hours for current pay period and accrued but unused PTO

Eligible for rehire \_\_\_\_\_ Yes X No

The following items have been turned in:

|            |               |  |
|------------|---------------|--|
| Truck      | <u>N/A</u>    |  |
| Keys       | <u>N/A</u>    |  |
| Tools      | <u>N/A</u>    |  |
| Supplies   | <u>N/A</u>    |  |
| Uniforms   | <u>OT Yes</u> |  |
| Cell Phone | <u>OT Yes</u> |  |
| Other      | <u>N/A</u>    |  |

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

Signed Cosay Dietz  
Employee

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

Signed [Signature]  
Employer