



"your workforce management & staffing experts"

Termination of Employment

EXIT FORM

Christopher Varner
Name of Employee

6-8-2021
Today's Date

Last Day worked 6/08/2021

Quit, to pursue other opportunities AR
Employee Initial

Laid off _____
Employee Initial

Other _____

Final pay pay from 5/30 - 6/8/21
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		He did not have a truck.
Keys		He did not have any keys
Tools		PPE bag will also turn in on 6/18.
Tablet		Will turn in when he gets back by 6/18.
Supplies	N/A	
Uniforms		Will turn in when he gets back by 6/18.
Cell Phone	N/A	
Other		

Please be advised that final payroll will not be released until all Colorado Lighting, Inc. property has been returned and final paperwork 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 Alex _____
Employer