



Termination of Employment

EXIT FORM

Jason S. Schultz 6-2-17
Name of Employee Today's Date

Last Day worked 5-2-17

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

Other Having health issues, need to be closer to family, I appreciate the opportunities and wish all of you the best of luck

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	X	
Supplies		
Uniforms	X	
Cell Phone	X	
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 [Signature] Employer