



Termination of Employment

EXIT FORM

Jose Arqueta Name of Employee 5/19/17 Today's Date

Last Day worked 5/19/17

Quit, to pursue other opportunities JA Employee Initial

Laid off _____ Employee Initial

Other _____

Final pay No PTO
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	<u>N/A</u>	
Keys	<u>N/A</u>	
Tools	<u>N/A</u>	
Tablet	<u>N/A</u>	
Supplies	<u>✓</u>	
Uniforms	<u>✓</u>	
Cell Phone	<u>N/A</u>	
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

Hey Jason I just wanted to thank you for the opportunity you gave me to work for this great company. But I am sorry to inform you that my last day will be May 26, 2017. It might be sooner I will let you know. Thank you once again

Jose Argueta
