



Termination of Employment

EXIT FORM

Name of Employee Sosthene Soud Today's Date 4/17/17

Last Day worked 4/12/17

Quit, to pursue other opportunities AS
Employee Initial

Laid off _____
Employee Initial

Other _____

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	N/A
Supplies	N/A
Uniforms	✓
Cell Phone	N/A
Other	N/A

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