

EXIT INTERVIEW

(To be completed by supervisor)

Employee Name _____

Date of employment _____ Date of termination _____

Cause of Termination: Resignation Dismissal Lay-off

Explanation of Cause _____

Was Grievance Procedure provided to employee? Yes No

Was Employee Handbook returned? Yes No

Continuation of Benefits? Yes No

If yes, explain _____

Mailing address for W-2 Form _____

Address _____ Name _____
City State Zip

Has employee returned all company property? Yes No

If no, explain _____

Amount deducted from final paycheck, if any. \$ _____ for _____

Supervisor's Signature _____ Date _____

Employee Signature _____ Date _____