

EXIT REPORT

(To be completed and turned into HMS office by store manager/supervisor upon the termination of employment of a staff member. Employee still must complete an exit interview.)

Date: _____

Name: _____ Position: _____

Supervisor: _____

Date Hired: _____ Date of Termination: _____

Type of Termination: Resignation Discharged

Reason For Separation: _____

New Employer: _____

When was Employer notified of resignation: _____

When was Employee notified of discharge: _____

Interviewers evaluation: _____

Checklist to be completed before final payroll check released:

- Exit Interview completed
- Keys turned in.
- Uniforms/Equipment turned in.
- Vacation days used/forfieted.
- Company charges paid in full.
- Other: _____

Employee's forwarding address & Phone #:

Completed by: _____ Position: _____ Date: _____