

(Initiated by HR Representative)

EMPLOYEE DEPARTURE REPORT

Employee Name	Unit	Supervisor	
Date Notice Given	Resignation Date		
How Notified			
<input type="checkbox"/> Resignation Letter/Form Already Received			
<input type="checkbox"/> Exit Interview Scheduled	Date	Time	Personnel
<i>This section to be completed by Supervisor</i>			
Completion Date			
	Dictation: Transfer/Closed Cases		
	Notification to clients/volunteers/community resources		
	Returned agency equipment (phone, laptop, WiFi hot spot, iPad, pager, Safe Signal Tether, etc. and any other supplies/manuals		
	Last mileage report submitted (notify Accounts Payable)		
	Keys returned to Supervisor/Security		
	All other job duties terminated		
Would you recommend for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Comments			
What is your understanding of why employee is leaving?			
Please complete by		Return form to	