

Exit Interview Form/Notification of Termination

Name of Employee: Date of exit interview: \_ Employee Supervisor: \_

Please be advised that (Name) , Employee # , has terminated employment with the Town of Berlin for the following reasons(s);

 Quit, reason unknown

 Quit, starting employment elsewhere

 Discharged for Misconduct

 Failed to meet performance standards

 Lack of Work

 Employee is retiring

 Other:

Do you expect to recall this employee? Yes No

 Employee is no longer considered an employee of the Town of Berlin for any reason (not eligible to return at all).

 Employee is no longer a permanent employee but may return from time to time as part-time employee in my department.

 Employee is no longer employed in our department, but remains working as a town employee in the following capacity:

 On-Call Patrolman or Dispatcher

 Law Enforcement – Details/Special Duty

 Election Worker

 Highway – On-call snow plowing/tree removal/storm damage

 Call Firefighter

 EMT/First Responder

 Substitute Teacher

 Other:

Effective Date of Termination/Retirement: / /

Has employee been advised of COBRA rights if applicable? Yes No N/A

Items to be returned (where applicable): employee to date and initial:

 Keys Computer Equipment

 Blackberrry Town Phone

Other items:

Signature of Former Town Employee: Date:

Signature of Supervisor: Copy provided to Personnel Committee (date):

Copy provided to Town Treasurer (date):

Date: