

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: