



Office of Human Resources
 31301 Evergreen Road, Beverly Hills, MI 48025
 248.203.3027 • Fax: 248.203.3037

EXITING EMPLOYEE CHECKLIST

Personal Email:

Employee: _____ District ID #: _____

Work Location: _____ Position: _____

Anticipated Last Day of Work: _____ Bargaining Unit: _____

Forwarding Address:
 (if applicable)

_____ ADDRESS CITY STATE ZIP PHONE

REASON FOR LEAVING:

Voluntary:

____ Resignation Reason: _____
 ____ Retirement _____

Resignation Letter Provided to Administrator? YES NO
 Copy of Resignation Letter Provided to Human Resources? YES NO

Involuntary:

____ Termination Reason: _____

RECEIVED FROM EMPLOYEE:

KEYS
 BUILDING ACCESS FOB
 PHOTO ID BADGE
 CELL PHONE
 IPAD
 LAPTOP

OTHER (Please Specify): _____

Above items returned to: _____ on _____
 Print Name Date Returned

 Signature Date