



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 reason(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
- Blackberry Town Phone

Other items: _____

Signature of Former Town Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Copy provided to Personnel Committee (date): _____

Copy provided to Town Treasurer (date): _____