

# City of Miami Springs

## EMPLOYEE EXIT INTERVIEW FORM

Employee Name: \_\_\_\_\_ Last Day: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

DEPARTMENT	Date Completed or N/A	HUMAN RESOURCES	Date Completed or N/A
City ID card and/or badge		Letter of resignation (or retirement) received	
City uniforms (only if the dept. requires return)		Pension forms and information provided to employee (non-retiree or non-DROP)	
City keys (office, building, vehicle, etc.)		COBRA and/or insurance information provided (non-retiree)	
City cellphone		Insurance continuation/cancellation form submitted (retiree)	
City laptop		Retirement award selected (retiree)	
City credit card (P-card)		Notify IT Department of termination	
All other City equipment and property		Enter termination in SunGard	
Create and send PA Form to HR			

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Department Director or Designee

\_\_\_\_\_  
Human Resources Director or Designee

\_\_\_\_\_  
City Manager or Designee

**FOR PAYROLL:**

This employee's final paycheck will be issued for the pay period ending \_\_\_\_\_ . Payroll initials \_\_\_\_\_