

City of Miami Springs
EMPLOYEE EXIT INTERVIEW FORM

Employee Name: _____ Last Day: _____

Job Title: _____ Department: _____

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

I certify that I have returned all City property to the proper authorities and officials. Such property includes the items listed above and any other property legally belonging to the City of Miami Springs, Florida.

Employee Signature	Date	Department Director or Designee	Date
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Human Resources Director or Designee	Date	City Manager or Designee	Date
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FOR PAYROLL:

This employee's final paycheck will be issued for the pay period ending _____.