



Employee Exit Form

Name _____ Position _____

Department _____ Exit Date _____

Note: Employee should go to each area for exit sign-off and return completed form to Supervisor for FINAL signature.

Please indicate, YES, NO, or N/A if not applicable, in the appropriate blanks.

I. Shop: Tools checked in _____ Comments _____

Shop Signature _____

II. Key Shop: Keys checked in _____ Comments _____

Key Shop Signature _____

III. Items turned in:

OSU ID _____ Physical Plant ID _____ Issued materials _____ Uniforms _____

IV. Additional Comments:

Final Exit Signature (Supervisor/Alternative) _____