



OF LOCK HAVEN

PIPER MEMORIAL AIRPORT  
353 PROCTOR STREET  
LOCK HAVEN PA 17745

## Employment Termination Checklist

Employee Name: \_\_\_\_\_

Date of Termination: \_\_\_\_\_

Nature of Termination:  Resignation  
(immediate supervisor  Dismissal for Cause  
please check one)  Discharge for Unsatisfactory Performance  
 Workforce Reduction

Returned Items (supervisor to specify, initial, and date):

Keys \_\_\_\_\_  
Computers \_\_\_\_\_  
Software \_\_\_\_\_  
Files \_\_\_\_\_  
Tools \_\_\_\_\_  
Equipment \_\_\_\_\_  
Books \_\_\_\_\_  
Documents \_\_\_\_\_  
Other \_\_\_\_\_

We affirm that the terminating employee has surrendered all AvSport property to his or her supervisor.

EMPLOYEE

SUPERVISOR

Signature \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_