Employment Termination Checklist

Employee Name: ____________________________________________

Date of Termination: ____________________________

Nature of Termination: □ Resignation
□ Dismissal for Cause
□ Discharge for Unsatisfactory Performance
□ Workforce Reduction

(please check one)

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

<table>
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<tr>
<th>Keys</th>
<th>Computers</th>
<th>Software</th>
<th>Files</th>
<th>Tools</th>
<th>Equipment</th>
<th>Books</th>
<th>Documents</th>
<th>Other</th>
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We affirm that the terminating employee has surrendered all AvSport property to his or her supervisor.

EMPLOYEE

Signature: ____________________________
Date: ____________________________

SUPERVISOR

http://AvSport.org  fly@AvSport.org  1 (570) 748-3725