



Employee Exit Information

Please send completed form to HR at hr@ciramail.com

Company Name: _____

Branch/HOA Name: _____

Employee Name: _____

Check Mark Appropriate Response:

Resignation: ____ Termination: ____ Retirement: ____ Layoff/End of Assignment: ____

Two-week notice given (if applicable): Yes No

Last date of employment: _____

Last day physically worked (if different from the above date): _____

Does the employee have any direct reports that need to be reassigned? Yes No

If yes to above; please list new supervisor/manager name: _____

Forward Work Email To (if applicable): _____

Does employee have company, equipment (laptop, iPad, cell phone, keys, etc.) Yes No

Eligible for rehire: Yes No

If no to above; please add brief explanation below:

Manager Signature: _____

HR Signature: _____

IT Signature: _____