

CONFIDENTIAL

**KEY EMPLOYEE EXIT INTERVIEW**

Employee Name: \_\_\_\_\_ SSA#: \_\_\_\_\_

Last Job Title: \_\_\_\_\_ Last Salary: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

1. Separation was initiated by: \_\_\_\_\_ Employee
2. Reason for the separation: \_\_\_\_\_
3. Amount of final wages due: \$ \_\_\_\_\_ for period \_\_\_\_\_ to \_\_\_\_\_

Acknowledgment that wages were paid. Initialed by: \_\_\_\_\_ (employee)

4. Amount of vacation benefits due: \$ \_\_\_\_\_
5. Amount of sick time benefits due: \$ \_\_\_\_\_
6. Other benefits due: \$ \_\_\_\_\_ for \_\_\_\_\_
7. If employee elects continued group health coverage:

Employee will pay \$ \_\_\_\_\_ by the \_\_\_\_\_ of each month, for self Employee will pay \$ \_\_\_\_\_ by the \_\_\_\_\_ of each month, for dependents

8. Does the employee have an outstanding indebtedness with the Sinister Diesel? If so, what are the repayment arrangements? \_\_\_\_\_
9. Is the employee in possession of Sinister Diesel property? \_\_\_\_\_ If so, what property? \_\_\_\_\_

Acknowledgment that property, including keys and equipment have been returned. Initialed by: \_\_\_\_\_ (employee)

**Employee Section**

1. Have you read, and do you understand, page one of this form? \_\_\_\_\_
2. What can we do to help make your transition easier? \_\_\_\_\_

3. What is your current address and telephone number? \_\_\_\_\_

4. What should be done with mail and telephone calls? \_\_\_\_\_

5. Was all Company property returned, including: \_\_\_\_\_

1. Office equipment?
2. Audit log?
3. Keys?
4. Phone and credit cards?
5. Business cards and stationery?
6. Computer programs?
7. Employee handbook?
8. Company manuals?
9. Other?

6. Do you understand that within your key role, you were, and not limited to, exposed to Company trade secrets, business strategies, goals, patents and signed a Non Disclosure Agreement to keep all aforementioned confidential? \_\_\_\_\_

7. Do you understand that you are bound by the Company confidentiality agreement?  
\_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_