



Separation Checklist

The checklist should be completed by the manager and signed by the employee.

Employee's Name: _____

Manager: _____

Items to return	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Notes</u>
Keys				
ID Badge				
Key access cards				
Laptop				
Cell phone				
Blackberries				
Books				
Files				
Tools				
Uniforms				
Other County owned items:				

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____