I, Click here to enter text., am fulfilling the Exit Procedures as listed below. All keys, agency property, and confidential files have been returned to Head Start. My signature here releases my final paycheck to be mailed to my home address.

**Exit Procedure**

Upon resignation or termination, the following must be followed prior to receiving your final paycheck:

1. A letter or resignation/notice of termination shall be on file.
2. All confidential files/agency records shall be submitted to your Supervisor.
3. All keys must be turned in to the Transportation Manager or Administrative Assistant and signed for.
4. Agency identification, tax exempt forms, other agency property must be turned in to the Administrative Assistant.
5. The only items removed from the Agency will be personal in nature. No files, office supplies or equipment may be removed.
6. Completed final timesheet.

**As per policies and procedures, confidentiality must be maintained post-employment or the former employee is held liable.**

**Exit Interview**

According to Head Start Personnel Policies #16.4, you are entitled to request an exit interview upon leaving employment with Head Start.

Please indicate below whether or not you would like to schedule an exit interview.

[ ]  I would like to request an exit interview. Please contact me to schedule a time/date.

[ ]  I decline the opportunity for an exit interview.

Please respond to this letter within five (5) working days of your resignation. If we do not receive a response within this timeframe, no further action will be taken in this matter.

**My signature below signifies that I have completed A-F of the Exit Procedure-Release.**

Signature: Click here to enter text. Date: Click here to enter a date.

Office: Click here to enter text. Date: Click here to enter a date.

cc: Personnel File