



Employee Exit Checklist

MANAGERS – THIS FORM MUST BE SENT TO YOUR REGIONAL MANAGER ON DAY OF OCCURRENCE
REGIONAL MANAGERS – REVIEW, VERIFY, ENDORSE & FORWARD TO SYNDEO WITHIN 24 HOURS

Date: _____ Store #: _____ Manager Name: _____

Exiting Employee Name: _____

Type of Termination

- Voluntary Please attach Letter of Resignation
 - Involuntary Please indicate reason for involuntary termination and attach supporting documentation
 Performance Insubordination Attendance Theft Harassment Workplace Violence Safety Violation
 - Retirement
 - Abandonment
- Was corrective action taken by the manager?** YES NO
(Must attach signed "Employee Warning Notice" and supporting documents)

Two Week Notice Given? YES NO

Is Employee Eligible for re-hire? YES NO
(Please attach supporting documentation)

Last Day Worked _____
Final Check Date _____

Does Employee have an open A/R account? YES NO
If YES, dollar amount owed to NKC? \$ _____
(Any open A/R account with monies owed to NKC, will be deducted from final check)

Was Employee issued company uniforms? YES NO
If YES, are all uniforms accounted for? YES NO
If NO, what is the dollar amount of missing uniforms? \$ _____
(Call uniform company to determine amount to be deducted from final check)

Does Employee use MaxUC phone app? YES NO
If YES, what extension were they using? _____

Did the Employee have a company email address (@nktiregroup.com)? YES NO

Has Employee returned all company property? YES NO
(Examples: Company Vehicle, Cell Phone, Computer, Credit Card, Store Keys)
If NO, what does the Employee still have possession of? _____

Employee Contact Info: Cell Phone #: _____ Email: _____

Manager Signature _____
Date Forwarded to Regional Manager _____

Regional Manager Signature _____
Date Regional Manager Received From Manager _____
Date Regional Manager Forwarded to Syndeo _____