



Bonner County Employee Separation Form

Employee Name:			
Department:			
Position:			
Date of Separation:		Last Day of Paid Work:	
Reason for Separation: (check one)	Resignation, include resignation form letter	Please state reason for resignation:	
	Discharge	Date of Discharge, Please attach & forward all support documentation to HR	
	Layoff/Seasonal work ending	Please attach & forward support documentation to HR	
	Retirement	Please forward retirement letter from employee to HR	
	Other	Please explain:	
Re-Hire:	Yes No		
	(Please explain) (this is used for internal purposes only)		
Employee's forwarding address & phone, if relocating:	Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____		
Please ensure the following are completed:	Supervisor, Notify HR and HR will notify Payroll, Set Up Exit Interview HR will Notify IT Supervisor, Collect ID Badge & Notify Public Works to deactivate badge Supervisor, Collect Keys Supervisor, Collect any other property of Bonner County		

Manager Signature: _____ Date: ____/____/____

Please forward to HR by email, fax (265-1457) or interoffice prior to, but no later than the employee's last day of employment.