

EXIT INTERVIEW PACKET INSTRUCTIONS

I. When to use Exit Packet:

When a current employee is leaving Partners in Community Supports

II. What forms to complete:

- Letter of Resignation – Managing Party and Employee need to sign and date
- Exit Summary form – Complete **ALL** sections **Thoroughly**
- Exit Interview Employee Response – optional for employee to complete

III. When someone leaves without notice and you can't reach/meet with them:

If several attempts to meet with the employee have failed, then send the employee a letter stating: "I accept your resignation effective, _____ 20____." Submit a copy of this letter to Human Resources, along with the Exit Packet.

IV. Questions?

If so, call your Program Manager or the PICS Human Resources department.

SUBMIT COMPLETED "EXIT PACKET" TO PICS HUMAN RESOURCE DEPT.