

Employee Separation Checklist and Acknowledgement Form

Completion of this form is part of the final checklist when ending your employment with Rocke Law Group. Initial each section of the form, and sign and date it. This form should ordinarily be completed on the employee's last day worked.

___ Office keys and/or building security pass returned.

___ All company-owned equipment returned.

___ Any company credit card.

___ Any company ORCA card.

___ All company-owned equipment returned (e.g. company cell phone, tools, etc.).

___ All company log-in and passwords are listed below:

Voicemail _____

Computer _____

Other _____

___ All confidential and proprietary information has been returned, which includes but is not limited to training manuals, employee handbook, pricing/costing, vendor or customer information, recipes, marketing material, invoices, accounting, or other information; and all company information and files have been removed from my privately-owned devices (e.g. computer, tablet, phone, email, and cloud).

___ I acknowledge that I am restricted from disclosing the company's confidential information or competing unfairly, which is discussed in the document I signed: Confidentiality and Noncompete Agreement. Check here ___ if I would like a copy mailed to me.

___ If I move (or have recently moved) the company will need my address to mail my W-2 and potentially other correspondence. I have checked and my address is correct.

___ I acknowledge can ask to see payroll records and believe I have been paid for all of my hours worked through the most recent payroll cycle.

___ I am not aware of any unreported workplace injuries or harassment.

Departing employee

date

office manager/managing partner