

Exit Interview Request

Employee Last Name

Employee First Name

Department Name

Job Title

Department Phone Number

Schedule Shift
(i.e. - Days - 7a-7p)

Reason for Leaving

Last Scheduled Day

Manager Name

Manager Phone Number



You must be logged into your email to use the "Submit by Email" button.

Botsford Hospital - Human Resources

Procedure Name:	Employee Termination - Management
Area:	Management - Employment
Creation Date:	8/18/2009
Review Date:	08/24/09
Revision Date:	06/30/10

- To start the termination process, please access the Notice of Termination/Resignation Form located at <http://www.botsford.org/employees/termnotice.pdf>. You can also log onto Forms Express and search for Termination Form.
- Section 1 is to be completed by the manager or the employee. This information is required.
- Section 2 is to allow the employee to use this form as a letter of resignation.
- Section 3 is to be completed by the department manager. The following fields are required:
 - Notice of Termination - Choice Voluntary or Involuntary.
 - Effective Date – (Last day worked)
 - Check the reason code from the appropriate box (Voluntary or Involuntary).
 - Eligible for Rehire - If no, please use the explanation box below to provide more information.
 - Exit Interview Scheduled - If the answer is No, please contact Tamara Alexander in Human Resources at 248-615-7228 or talexander@botsford.org.
 - Manager Name and date
- Section 4 is to be completed by Human Resources.
- Once the form is completed, please print for your records and click the button, "Submit by email" at the bottom of the form. When you click the button, an email box will pop up with the pdf file attached. The HR Terms user group is automatically populated in the address field. Simply click "Send" and the form will be routed to the appropriate users via email.
- If you are planning to replace the position that is being vacated, you must log into Position Manager and submit a Job Requisition.