ELTA Logistics LLC — Exit Interview & Property Return

Confidential office form | Complete legibly; do not enter sensitive personal data in public systems.

Use: Complete each applicable field, sign/date where indicated, have authorized office staff review, then file in the restricted company folder.

Employee name: _____

Separation date: _____

Reason given by employee: _____

Open payroll or expense issues: _____

Keys / badges / cards: _____

Laptop / phone / documents: _____

Access / accounts confirmed closed: _____

Employee comments: _____

Employee signature/date (optional): _____

Manager signature/date: _____

OFFICE REVIEW — Received by: _____ Date: _____ Missing items / follow-up: _____