
TO: Facility/Unit Exit Survey File

FROM:

SUBJ: EMPLOYEE'S VERIFICATION OF RECEIPT

My signature below certifies that I received:

- An Opportunity for an **Exit Interview** with the Human Resources administrator or designee which I voluntarily:
 - Accepted
 - Declined
- A copy of the "**Employee Exit Survey**" form along with a stamped and addressed envelope.

Printed Name:	SSN:
Signature:	Date: