

Exit Checklist for Employees/Coaches/Subs

PLEASE CONFIRM THAT THE FOLLOWING ITEMS ARE TURNED IN TO YOU, IF APPLICABLE:

- Keys
- Sonitrol Card (these are assigned, so do NOT pass to someone else)
- Parking Pass
- Laptop & Charger

For **EMPLOYEES**, send the following to Central Office:

(If digital, send to both Jenny & Tracy; if hard copy, just one copy is fine)

- Letter of Resignation that includes:
 - Employee's name
 - Position resigning from
 - Effective date of resignation

(If Employee does not turn in Letter of Resignation within 1 week after effective date, please create one yourself with the above information and indicate in what form you were notified of the Employee's intent to resign.)

For **SUBS**, send the following to Central Office:

(If digital, send to both Jenny & Tracy; if hard copy, just one copy is fine)

- Letter of Resignation that includes:
 - Employee's name
 - Position resigning from
 - Effective date of resignation

(Letter can be from you OR the Employee.)

For **COACHES**, send the following to Central Office:

- Letter to the Board each season that includes ALL coaches from prior year who are not returning, along with the sport they had coached