

EAST BATON ROUGE SHERIFF OFFICE  
EMPLOYEE RESIGNATION AND EXIT INTERVIEW FORM

Please give a copy of this completed and signed form to your supervisor and fax a copy to the Human Resources Office (225-389-8979). *If you are retiring, please complete the EBRSO Intent to Retire Form.*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Computer Number: \_\_\_\_\_

Division/Work Section: \_\_\_\_\_ Position Title: \_\_\_\_\_

Years of Service with EBRSO: \_\_\_\_\_

Resignation Effective, Beginning of Business (MM/DD/YYYY): \_\_\_\_\_

Last Day of Work (MM/DD/YYYY): \_\_\_\_\_

Reason for Resignation (check all that apply):

- New job with better pay/benefits
- New job in other industry
- Becoming self-employed
- No or little career advancement opportunities
- Enter/Return to school
- Position did not meet expectations
- Inadequate training
- Poor working conditions/environment (e.g., safety, shift work, relations with supervisor/co-workers, work-related stress and/or work load issues)
- Location/transportation issues
- Child care/Elder care issues
- Personal or family health
- Moving/Relocation (Self, Spouse)
- Other/Comments: \_\_\_\_\_

I certify that this resignation is executed by me voluntarily and of my own free will.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*Note: Please be aware that we will send your final W-2 tax statement to the address we have on file. Should your address change, you will need to update it with us to ensure timely receipt of your W-2.*