

Monarch Properties, Inc.

Personnel Termination

Employee Name: _____

Date Terminated: _____

Date Rent-free Apartment ends: _____

Monthly amount of rent-free apartment: \$ _____

Reason for Termination: _____

Eligible for re-hire? NOT eligible for re-hire?

Is petty cash closed out? Amount owed: \$ _____

Forwarding Address: _____

Manager's Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Distribution: 1 -Monarch Properties, Inc.
 1 -Project Office