

EMPLOYMENT EXIT PACKET

Name: _____

Last day of work: _____

RESIGNATION OF EMPLOYEE:

- Employee given Exit Letter.
- Custom Benefit Administrators Change Transmittal Form for Health Insurance completed.

Note: Completed Change Transmittal Form should be sent to St. Ambrose Financial Services, Inc., who in turn will send the form to Custom Benefit Administrators. Custom Benefit Administrators will then mail information regarding Continuation of Coverage directly to the participant.

- Employee advised that dental insurance will terminate at the end of the month.
- Employee advised that life insurance will terminate at the end of the month.
- Employee advised that optional life insurance will terminate at the end of month.

Note: Life insurance is convertible. Custom Benefit Administrators will send the termed employee a letter advising them that they can convert the life insurance policy(s), however, they are then responsible to contact Hartford regarding this. After Custom Benefit Administrators sends this letter, all communication and billing will be from Hartford.

- Employee advised that (if applicable) disability insurance will terminate at the end of the month.
- Employer reviews accrued PLT hours with employee.
- Employee advised of contact information for Mutual of America for 403(b) Plan.
- Last day of work – turn in time sheet.

Reviewed on: _____

By: _____