



**CITY OF MADISON**  
**EMPLOYEE EXIT NOTIFICATION FORM**

**EMPLOYEE INFORMATION**

|                                     |  |
|-------------------------------------|--|
| <b>Employee Name:</b>               |  |
| <b>Department:</b>                  |  |
| <b>Position Title:</b>              |  |
| <b>Proposed Date of Separation:</b> |  |

**EMPLOYEE ONGOING CONTACT INFORMATION**

|               |  |
|---------------|--|
| <b>Phone:</b> |  |
| <b>Email:</b> |  |

Following notification from the employee, please email this form to the HR Department as soon as possible. Send to: [HR@cityofmadison.com](mailto:HR@cityofmadison.com)