



CITY OF CHICAGO

Department of Human Resources

End of Employment Form

Date _____

Employee Name _____

Title Department

Employee Number End of Employment Date

Preparer's Signature _____

Title Phone Number

Employee's Signature _____

Date _____

Reasons for Leaving

AWOL/Non-Disciplinary

Resignation

*In Lieu of Discharge

Under Inquiry

Deceased

Retirement

Killed in Line of Duty

*In Lieu of Discharge

Under Inquiry

***Discharge**

Termination – Non-Disciplinary

Change of Administration

Exempt Program

Other: _____

(CPD/CFD Use Only)

*Indicates that the reason for leaving falls under the City's Policy Regarding Ineligibility for Rehire and the departing employee will be placed on the City's Ineligible for Rehire List upon end of employment. The user department is required to submit a memo to DHR detailing the Personnel Rule violations and supporting documentation related to the end of employment, in accordance with the Policy Regarding Ineligibility for Rehire.