All employment with the Ingleside Animal Hospital is on an “at will” basis. Termination of employment with Ingleside Animal Hospital can be made by management or the employee for any lawful reason.

Upon resignation, the employee should notify his/her supervisor to coordinate an effective separation date, as well as to provide an address for all future communication.

On the employee’s final day of work, the employee will sign all appropriate personnel forms and return all Clinic property in his/her possession. This property includes, but is not limited to, office keys, Clinic equipment, Clinic manuals, name badges, uniforms purchased by the Clinic, and all proprietary information. Ingleside Animal Hospital will withhold any outstanding amounts owed by employee to employer from the employee’s final paycheck for said property to the extent permitted by law.

Employees must reimburse Ingleside Animal Hospital to the extent that Ingleside Animal Hospital extended credit to the employee. Ingleside Animal Hospital will withhold any outstanding amounts owed by employee to employer from the employee’s final paycheck to the extent permitted by law.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_