

EMPLOYEE TERMINATION FORM

Employee Name: _____

Termination Date: _____

Start Date: _____

Last Date Worked: _____

SS# or Employee #: _____

Position/Title: _____

REASON FOR TERMINATION:

Voluntary:

- ☐ Resigned w/ Notice
- ☐ Resigned w/o Notice
- ☐ No Call, No Show
- ☐ Moved
- ☐ Retired
- ☐ Personal

Involuntary:

- ☐ Poor Performance
- ☐ Laid Off
- ☐ Violation of Policy
- ☐ Transfer
- ☐ Contract Work Ended
- ☐ Other

Documented Disciplinary Action Prior to Termination (Please provide copies):

- ☐ Verbal Warning(s) ☐ Written Warning(s) ☐ None

Explanation (Required):

Copy To: ☐ Employee ☐ Employee File ☐ Other: _____

Eligible for Rehire: ☐ Yes ☐ No

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____

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D Keegan



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