

## 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):

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Copy To:      ☐ Employee      ☐ Employee File      ☐ Other: \_\_\_\_\_

Eligible for Rehire:      ☐ Yes      ☐ No

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

# Sample Termination Form Word Document

**Lei Shi**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the name 'Lei Shi'.

**Sample Termination Form Word Document:**

## Unveiling the Magic of Words: A Review of "**Sample Termination Form Word Document**"

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