EMPLOYEE

TERMINATION FORM

PRIVATE AND CONFIDENTIAL

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee Name** |  | | | | |
| **Date** |  | | | | |
| **Address** |  | | | | |
| **City** |  | **State** |  | **Postcode** |  |

### REASON FOR TERMINATION

|  |  |
| --- | --- |
| **VOLUNTARY** | **INVOLUNTARY** |
| Without notice or reason | Absenteeism |
| Another Job | Violation of rules |
| Relocation | Intoxicated |
| Illness | Lack of work |
| Marriage | Unsatisfactory performance |
| Working Conditions | Refusal to follow instruction |
| Work Schedule | Job eliminated or changed |
| Problem with Supervisor | Involuntary Retirement |
| Problem with Co-worker | Other |
| Personal |  |
| Problem return to school |  |
| Retirement |  |
| Refused Suitable Work Pay |  |
| Enlisted in armed forces |  |
| Other |  |

|  |
| --- |
| **EXPLAIN REASON GIVEN ABOVE IN DETAIL** |
|  |

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| --- |
| **EMPLOYEE’S STATEMENT OF REASON FOR TERMINATION.** |
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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **IS EMPLOYEE ELIGIBLE FOR REHIRE?** | | | | **Yes** | **No** |
|  |  |
| If not eligible or only under certain conditions, explain: | | | | | |
|  | | | | | |
| **Department Manager Signature** |  | **Date** |  | | |

### TYPE OF TERMINATION

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| --- |
| **VOLUNTARY** |
| Employee provides resignation letter, send copy to the Human Resources |
| Verbal resignation, supervisor should provide to employee confirmation of Resignation in writing, send copy to Human Resources |
| **INVOLUNTARY** |
| Provide employee termination letter referencing reason for termination and agreement as per below |
| **Review Agreements** |
| Employment Agreement |
| Non-compete and non-solicitation Agreement |
| Intellectual Property Agreement |
| Confidentiality Agreement |

### RETURN COMPANY PROPERTY

|  |
| --- |
| Corporate credit card |
| Keys |
| Access Pass |
| Parking permit |
| Computer & cables |
| Company phone |
| Company books and materials |
| Any other company-owned equipment |

### PERMISSIONS / ACCESS TERMINATION

|  |
| --- |
| Disable employee building or property access |
| Reset Passwords |
| Close accounts (general and position specific) |
| Forward emails or set up auto-response |
| Backup files |

### FINAL THINGS TO DO

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| --- |
| Obtain signed Termination Notice (if applicable) |
| Request final pay to be processed through payroll |
| Exit interview |
| Update employee file |
| Other |

|  |  |  |  |
| --- | --- | --- | --- |
| **Manager/Supervisor Signature** |  | **Date** |  |