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** |
|  |

|  |
| --- |
| **EMPLOYEE’S STATEMENT OF REASON FOR TERMINATION.** |
|  |

|  |  |  |
| --- | --- | --- |
| **IS EMPLOYEE ELIGIBLE FOR REHIRE?**  | **Yes**  | **No**  |
| [ ]   | [ ]   |
| If not eligible or only under certain conditions, explain: |
|   |
| **Department Manager Signature**  |  | **Date**  |  |

### TYPE OF TERMINATION

|  |
| --- |
| **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

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

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