

CLIENT COMPANY: _____

DATE: _____

EMPLOYEE NAME: _____

EMPLOYEE ID#: _____

LAST DAY WORKED: _____

EFFECTIVE LAST DAY: _____

TYPE OF SEPARATION

Voluntary resignation Resignation notice given ____ / ____ / ____
Reason: Job abandonment Voluntarily resigned Other opportunity Other
Explain: _____

Involuntary resignation
Reason: Laid off/RIF Violation of policy Attendance Performance
 Property damage Insubordination Misconduct Other
Explain: _____

PERFORMANCE DATA

Eligible for rehire? Yes No
Explain: _____

FINAL PAY INFORMATION

Final pay delivery? (subject to change): Direct deposit Mailed to employee home
Employee address: _____

Other final pay options (check if applicable): PTO Hours: _____
 Holiday Hours: _____
 Severance \$: _____
 Bonus \$: _____
 Other \$: _____
Explain: _____

Supervisor's signature: _____

Date: _____