

TERMINATION REPORT

EMPLOYEE INFORMATION

Employee's Name: _____

Hire Date: _____

Job Title: _____

Termination Date: _____

TERMINATION REASON (check all that apply)

- Voluntary Resignation (attach resignation letter) Termination Layoff (Lack of Work)
 Intercompany Transfer Other (explain on line below)

If termination was a voluntary resignation, was two (2) weeks notice provided? Yes No

Resignation

- New Job (Industry Competitor)
 New Job (Non-Competitor)
 Relocation
 Career Change
 Hours
 Other (explain on line below)

Termination

- Attendance/Tardiness
 Poor Quality/Quantity of Work
 Unable to meet Manager's Performance Standards
 Insubordination
 Violation of Company Policy (explain which policy below)
 Other (explain on line below)

Briefly describe the facts as discussed with the employee: _____

If terminated, were oral and written warnings issued and documented? Yes No

Name of person who performed the termination _____

Name of any other person present at the termination _____

PAYROLL AND BENEFITS INFORMATION

Severance Pay? Yes No

Vacation Payout? Yes No

If yes, pay through _____

Unused accrued days/hours _____

REFERENCE INFORMATION

Overall Performance Evaluation: Unsatisfactory Marginal Satisfactory Outstanding

Attendance Record: Unsatisfactory Marginal Satisfactory Outstanding

Is this employee eligible for rehire? Yes No

If not, why? (explain in full) _____

REQUIRED SIGNATURES

Supervisor Signature: _____ Date: _____

Owner/General Manager Signature: _____ Date: _____