

Client Company: _____

Date: _____

Employee Name: _____

Employee ID: _____

Last Day Worked: _____

Effective Last Day: _____

TYPE OF SEPARATION:

Voluntary Resignation:

Resignation Notice Given On: _____

Reason: Job Abandonment Voluntarily Resigned Other

Explain: _____

Involuntary Resignation:

Reason: Laid Off/RIF Violation of Policy Attendance Property Damage
 Performance Insubordination Misconduct Other (explain)

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

ACKNOWLEDGEMENT:

Supervisor's signature: _____ Date: _____

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