



SEPARATION NOTICE

EMPLOYEE: _____

POSITION: _____

LAST DAY WORKED: _____

VOLUNTARY SEPARATION: (PLEASE ATTACH LETTER OF RESIGNATION)

___ NO REASON ___ ANOTHER JOB ___ MOVED ___ SCHOOL/COLLEGE

___ JOB ABANDONMENT ___ RETIREMENT

EXPLANATION: _____

DISCHARGE: (ANY WARNINGS OR DOCUMENTATION MUST BE ATTACHED)

___ VIOLATION OF POLICY ___ INSUBORDINATION ___ LACK OF COOPERATION

___ TARDINESS ___ ABSENTEEISM ___ NOT QUALIFIED FOR THE JOB

EXPLANATION: _____

LAYOFF: ___ TEMPORARY ___ PERMANENT ___ VACATION/SHUTDOWN

EXPLANATION: _____

EXIT CHECKLIST:

REVIEWED LAST PAYCHECK _____

INSTRUCT EMPLOYEE TO CONTACT O.E.L.S. IF THEY HAVE INSURANCE _____

DISCUSS VACATION OR SEVERANCE PAY DUE TO EMPLOYEE _____

RETURNED ANY KEYS THAT BELONG TO CLIENT _____

COMPANY PROPERTY RETURNED TO CLIENT BY EMPLOYEE _____

RECEIVED WRITTEN NOTICE BY EMPLOYEE _____

COMMENTS FROM CLIENT _____

EMPLOYEE COMMENTS _____

CLIENTS SIGNATURE _____ DATE _____

EMPLOYEE'S SIGNATURE _____ DATE _____