



SEPARATION NOTICE

CLIENT NAME _____ DATE _____

EMPLOYEE NAME _____ SS# _____

ADDRESS _____
 Street City ST Zip

HIRE DATE _____ TERMINATION DATE _____

DEPARTMENT _____ POSITION _____

We ask for your address for the purpose of mailing your final check & COBRA notifications.

VOLUNTARY (Attach letter of resignation and check all that apply.)

- | | | |
|------------------------|----------------------|----------------------------------|
| No Reason Given | Retirement | Job Abandonment |
| Relocation | Personal | No Show/ No Call |
| Job opportunity | Return/Attend School | Other (please give detail below) |
| Work Environment | Dissatisfied | _____ |
| Job Requirement Change | | _____ |

INVOLUNTARY (Attach record(s) of counseling and check all that apply.)

- | | | |
|---------------------|--------------------------------|----------------------------------|
| Absenteeism | Failure to Follow Instructions | Inappropriate Conduct |
| Tardiness | Failure to Meet Job Standard | Gross Misconduct |
| Violation of Safety | Violation of Company Policy | Other (please give detail below) |
| Falsification | Failed Probationary Period | _____ |
| Insubordination | | _____ |

LAYOFF (Check all that apply.)

- | | | |
|-----------------|---------------------|----------------------------------|
| Lack of Work | Location Closed | Other (please give detail below) |
| Job Elimination | Seasonal Employment | _____ |
| | | _____ |

EMPLOYEE ACKNOWLEDGEMENT

By my signature below, I certify that I have not been injured during my work shift(s), nor have I witnessed an accident resulting in injury to someone else during my employment.

EMPLOYEE SIGNATURE _____ DATE _____

Employee was not available to sign.

Employee refused to sign.

Did you notify your Human Resources Department prior to taking separation action? Yes No

MANAGER SIGNATURE _____

WITNESS SIGNATURE _____

*If employee is on direct deposit, do you want the final check to be paper or direct deposit ? (Check ONE)

FOR COMPANY USE ONLY

Compensation Type	Date To Be Paid	Period Covered	Amount Paid (Gross)
Vacation			\$
Severance			\$
In-Lieu-Of-Notice			\$