

## Separation Notice Form

### Employee Information:

Company Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Last Day Worked: \_\_\_\_\_

### Type of Separation:

☐ Voluntary Resignation

Reason:

☐ Job Abandonment

☐ Voluntarily Resigned

☐ Other Opportunity

☐ Other

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Resignation Notice given (date): \_\_\_\_\_

☐ Involuntary Termination

Reason:

☐ Laid Off/RIF

☐ Violation of Policy

☐ Attendance

☐ Performance

☐ Damaged Property

☐ Insubordination

☐ Misconduct

☐ Other

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Performance Data:

Is the employee eligible for rehire?

☐ Yes

☐ No

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Final Paycheck:

Send final paycheck to:

☐ Worksite Address: \_\_\_\_\_

\_\_\_\_\_

☐ Employee Address: \_\_\_\_\_

\_\_\_\_\_

### Acknowledgment:

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_