



NOTICE OF EMPLOYEE SEPARATION

Complete 1) Employee information, 2) Reason for separation, 3) Sign, date, attach supporting documentation and return this form to your payroll contact.

1) Complete employee information. (Please Print)

Employee Name _____ Social Security Number ____ - ____ - _____

Job Title _____ Eligible for rehire? Yes No

Employer / Client Name _____

Last Day Worked _____

2) Reason for Separation

<input type="checkbox"/> Voluntary Quit (1)	<input type="checkbox"/> Quit - reason below <input type="checkbox"/> Accepted another job <input type="checkbox"/> Moved <input type="checkbox"/> Personal reason <input type="checkbox"/> Transportation difficulties <input type="checkbox"/> Illness / Medical <input type="checkbox"/> Retirement <input type="checkbox"/> School <input type="checkbox"/> Quit - no reason given	<input type="checkbox"/> Abandoned job / failed to appear or call Date employee notified (mmddy) _____ <input type="checkbox"/> Dissatisfied/ Company Policies <input type="checkbox"/> Dissatisfied / Salary <input type="checkbox"/> Dissatisfied / Supervisor <input type="checkbox"/> Dissatisfied / Work Conditions <input type="checkbox"/> Dissatisfied / Work Hours <input type="checkbox"/> Failed to return from leave Date employee notified (mmddy) _____ <input type="checkbox"/> Military
<input type="checkbox"/> Involuntary Termination (2) (Please include any and all documentation)	<input type="checkbox"/> Excessive tardiness or absenteeism <input type="checkbox"/> Probationary Period – not qualified for job <input type="checkbox"/> Violation of drug / alcohol policy <input type="checkbox"/> Job Eliminated <input type="checkbox"/> Destruction of company property <input type="checkbox"/> Violation of company policy <input type="checkbox"/> Misconduct / Insubordination <input type="checkbox"/> Sleeping on the job <input type="checkbox"/> Deliberate unsatisfactory performance <input type="checkbox"/> Theft / Dishonesty	<input type="checkbox"/> Violation of safety rule <input type="checkbox"/> Fighting on the job <input type="checkbox"/> Falsifying documents <input type="checkbox"/> Failure to attain or maintain license <input type="checkbox"/> Lack of effort / unsatisfactory performance <input type="checkbox"/> Not qualified for job / inability to perform <input type="checkbox"/> Other <input type="checkbox"/> Deceased <input type="checkbox"/> Lack of work <input type="checkbox"/> Job refused

Explanation / Events leading to separation _____

3) Sign, date, attach supporting documentation and return completed form to your payroll contact.

Employer / Client Signature _____ Date _____

Printed Name and Title _____