



1 Source - 1 Payment - Over 50 Solutions...  
Getting you back to business!

## EMPLOYEE SEPARATION NOTICE

(Please print or type all information)

Employee Name: \_\_\_\_\_  
Last MI First

Address: \_\_\_\_\_  
Street City State Zip

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Last Day Worked: \_\_\_\_/\_\_\_\_/\_\_\_\_ Last Position Held (Title): \_\_\_\_\_

Client Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### Reason(s) for Separation

#### Voluntary

- Quit (no other info)
- To access other work
- Medical / Maternity
- Relocating
- Personal / Family
- To Attend School
- Military
- Failure to return from Leave Of Absence
- Job Transfer Refusal
- Job Dissatisfaction
- Other (describe) \_\_\_\_\_

#### Involuntary \*

- Repeated Insubordination\*
- Repeated Tardiness/Absenteeism\*
- Falsified Application
- Repeated violations (Safety Rules)\*
- Violation of Company Policies\*
- Dishonesty / Theft\*
- Substandard Performance\*
- Destruction of Company Property\*
- Probationary Period (90 days)\*
- Violation of Drug Free Workplace\*
- Other \_\_\_\_\_

**\*Attach documentation: give dates, copies of warnings, corrective interviews and prior violations.**

#### Retirement

- Voluntary
- Disability
- Compulsory (Explain)

#### Layoff

- Lack of Work
- Reduction in Work Force
- Job Eliminated
- Reduce Hours
- Temporary / Seasonal

**\*\*Remuneration Paid after Separation: (Report on Time Sheet Also)**

List All In Detail: \_\_\_\_\_

Deductions On Final Check (Or Checks) \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date