

Separation Notice

Employee Name _____ Date of Hire _____

Position _____ Manager _____

SITUATION:

ACTION:

Your employment with the company is terminated effective _____. Your benefits will continue until _____ and you will receive payment for your unused vacation accrual in your last paycheck.

EMPLOYEE RESPONSE & OUTCOME:

SPECIAL NOTES

APPROVED BY:

Manager _____ Date _____

Human Resources _____ Date _____

I HAVE READ THIS WRITTEN REVIEW AND UNDERSTAND IT.

Employee Signature _____ Date _____