

Notice of Separation

Name of Employee _____

Job Title _____ Hire Date _____

Termination Date _____

Company Name _____

Address where work was performed

Reason for Termination:

- another job
- poor job performance
- mutual agreement
- go back to school
- did not meet performance goals
- retirement
- did not return from leave
- excessive absenteeism
- transfer to company
- medical reasons
- lack of work
- did not like job
- job elimination
- personal reasons
- downsizing
- stay at home
- misconduct
- change in family status
- terminated within 90 days of hire
- other voluntary termination
- violation of company policy
- insubordination
- negligence
- discharge
- other: _____

Employee received: Wages and Vacation Pay

in the gross amount of \$_____ for _____ total hours

Employer's Name _____

Address _____

Employer's Telephone Number _____

City _____ State _____ Zip _____

I certify that the above worker has been separated from work and the information furnished hereon is true and correct. This report has been handed to or mailed to the worker.

Supervisor/Manager Signature _____ Date Released to Employee _____

Title _____

Original - Employee; Copy to Payroll