



## SEPARATION RECORD

EMPLOYEE NAME: \_\_\_\_\_ SSN: \_\_\_\_\_  
 CLIENT COMPANY: \_\_\_\_\_  
 DATE OF NOTICE: \_\_\_\_\_ LAST DAY WORKED: \_\_\_\_\_

VOLUNTARY RESIGNATION		
<b>Select type of resignation below. Include a copy of written notice from employee.</b>		
<input type="checkbox"/> Accepted other employment	<input type="checkbox"/> No Call/No Show	
<input type="checkbox"/> Dissatisfied with Job	Dates of NCNS: <input style="width: 100px; height: 20px;" type="text"/> <input style="width: 100px; height: 20px;" type="text"/>	
<input type="checkbox"/> Relocated Out of Area	<input style="width: 100px; height: 20px;" type="text"/> <input style="width: 100px; height: 20px;" type="text"/>	
<input type="checkbox"/> Other - List reason and details of Resignation (please be as detailed as possible):		
DISCHARGE		
<b>Select reason for discharge below. Include copies of warning/counseling and policy documents.</b>		
<input type="checkbox"/> Unsatisfactory Evaluation Period	<input type="checkbox"/> Poor Performance	<input type="checkbox"/> Misconduct/Violation of Policy
<input type="checkbox"/> Attendance/Tardiness	<input type="checkbox"/> Laid Off Temporary	<input type="checkbox"/> Laid Off Permanent
<input type="checkbox"/> Other - List reason and details of Discharge (Please be as detailed as possible):		
Was the employee written up on a "Warning/Counseling" form before discharge? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Is the employee eligible for rehire? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Does employee qualify for PTO payout? <input type="checkbox"/> YES <input type="checkbox"/> NO      How many hours? _____		
Was employee offered severance pay? <input type="checkbox"/> YES <input type="checkbox"/> NO      Include copy of severance agreement.		

Supervisor Printed Name	Supervisor Signature	Date
Witness Printed Name	Witness Signature	Date
Employee Printed Name	Employee Signature	Date

INTERNAL USE ONLY	
EMPLOYEE BENEFITS <input type="checkbox"/> YES <input type="checkbox"/> NO	COBRA <input type="checkbox"/> YES <input type="checkbox"/> NO