



# Employee Separation Form

*(Please Complete This Form In Detail)*

Name of Employer: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_ Date of Separation \_\_\_\_\_

### Reason for Departure

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Dismissal (Fill out Reason for Dismissal below) | <input type="checkbox"/> Resignation (Fill out Reason for Resignation below) | <input type="checkbox"/> Perm Layoff |
| <input type="checkbox"/> Temp Layoff: Expected date of return _____      | <input type="checkbox"/> Other (Please Explain) _____                        |                                      |

### Reason for Dismissal *(Attach Employee Counseling Forms)*

- |   |   |
|---|---|
| <input type="checkbox"/> Unsatisfactory Performance | <input type="checkbox"/> Unsatisfactory Conduct       |
| <input type="checkbox"/> Unsatisfactory Attendance  | <input type="checkbox"/> Other (Please Explain) _____ |

Explain Above \_\_\_\_\_  
\_\_\_\_\_

### Reason for Resignation

- |                                      |                                       |   |
|--------------------------------------|---------------------------------------|---|
| Dissatisfied with:                   | <input type="checkbox"/> Type of Work | <input type="checkbox"/> Work Hours     |
| <input type="checkbox"/> Salary      | <input type="checkbox"/> Supervision  | <input type="checkbox"/> Company Policy |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Other _____  |   |

Or:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Offered Better Position | <input type="checkbox"/> Personal Reasons             | <input type="checkbox"/> No Notice or Reason Given |
| <input type="checkbox"/> Returning to School     | <input type="checkbox"/> Other (Please Explain) _____ |  |

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**(Employee Signature required ONLY FOR RESIGNATIONS!)**