



## EMPLOYEE SEPARATION NOTICE

Client Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Effective Date of Termination: \_\_\_\_\_

### REASON FOR SEPARATION

#### LACK OF WORK

- Reduction in force
- Lack of work
- Reduction in hours
- Temporary layoff
- Completed temporary assignment
- Location closed
- Labor dispute
- Vacation shutdown
- Job eliminated
- Reorganization
- End of seasonal employment

#### VOLUNTARY RESIGNATION

- Quit - Reason unknown
- Personal reasons
- Medical reasons
- Failed to return from leave of absence
- Walked off job
- Accepted other employment
- School obligations
- Job dissatisfaction
- In lieu of discharge
- After reprimand
- To relocate
- Domestic obligations
- Transportation problems
- Conflict with other job
- Pregnancy
- Self-employment
- Military service obligations
- No notice or reason given
- No call / No show
- E-verify – Resolve terminated

#### DISCHARGES

- Excessive absenteeism
- Inability to work due to illness
- Excessive tardiness
- Gross misconduct
- Violation of company policy
- Insubordination
- Unsatisfactory work performance; no misconduct
- Under the apparent influence of an intoxicant

#### DISCHARGES (CONT)

- Mutual agreement; no misconduct
- Physically unable to perform job
- Fighting on the job
- Unauthorized removal of company property
- Falsification of employment application
- Failed drug test
- Falsification of company records
- Sleeping on the job
- Probationary period; no misconduct
- Destruction of company property

#### LEAVE OF ABSENCE

- LOA - Personal
- LOA - Medical
- LOA - Family Leave
- LOA - Involuntary with pay
- LOA - Involuntary without pay
- Out on Workers' Comp / Occupational Accident

#### RETIREMENT

- Retirement - no other information
- Voluntary with pension
- Voluntary without pension
- Involuntary with pension
- Involuntary without pension

#### LABOR DISPUTE

- Member of striking union
- Refusal to cross picket line
- Company lockout
- Refusal to join or maintain union membership

#### MISCELLANEOUS

- Failed to call in upon completing assignment
- Unavailable to work
- Unable to contact employee to offer work
- Refusal to work
- Disciplinary suspension
- Deceased
- School employee under contract
- Client terminated
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Comments/Remarks: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_