

Please Submit to the Payroll Department ASAP

Employee Name: _____ Today's Date: _____

Social Security Number: _____ Last Day Worked: _____ Client / Employer: _____

Name: _____

Supervisor's Signature : _____ Supervisor's Title: _____

Involuntary Discharge

Was employee subjected to disciplinary action prior to termination? ☐ Yes ☐ No If "Yes", please explain the dates and nature of prior disciplinary action(s) in the remarks section below and provide any necessary back up documentation for the employee's file.

- | | |
|--|--|
| <input type="checkbox"/> Unauthorized possession of company property | <input type="checkbox"/> Excessive unexcused absences |
| <input type="checkbox"/> Insubordination | <input type="checkbox"/> Falsification of records |
| <input type="checkbox"/> Malicious damage of company property | <input type="checkbox"/> Willful failure to perform job |
| <input type="checkbox"/> Rudeness to customers | <input type="checkbox"/> Violation of conditions of employment |
| <input type="checkbox"/> Violation of company rule | <input type="checkbox"/> Not qualifies for job (no misconduct) |
| <input type="checkbox"/> Physical inability to perform job | <input type="checkbox"/> Unacceptable performance (misconduct) |
| <input type="checkbox"/> Layoff due to lack of work | <input type="checkbox"/> Layoff due to reorganization |
| <input type="checkbox"/> Death of employee | <input type="checkbox"/> Layoff due to location closing |
| <input type="checkbox"/> Other (Use the remarks section below to explain.
Attach additional page if more space is needed) | <input type="checkbox"/> End of assignment |

Remarks: _____

Voluntary Quit

Did employee give notice? ☐ Yes ☐ No Length of notice: _____ Days Was resignation given in writing? ☐ Yes ☐ No

Mark appropriate reason(s) below. If necessary, explain in remarks section below and provide any necessary back up documentation for the

- | | |
|--|--|
| <input type="checkbox"/> To seek/accept other employment (dissatisfied with job) | <input type="checkbox"/> To seek/accept other employment (other reasons) |
| <input type="checkbox"/> To seek/accept other employment (better opportunity) | <input type="checkbox"/> Failure to return from leave of absence |
| <input type="checkbox"/> Pregnancy | <input type="checkbox"/> To attend school |
| <input type="checkbox"/> To leave geographic area | <input type="checkbox"/> Personal reasons unrelated to job |
| <input type="checkbox"/> Mental or physical condition | <input type="checkbox"/> Other (Use the remarks section below to explain.
Attach additional page if more space is needed) |
| <input type="checkbox"/> To seek/accept other employment (more money) | |

Remarks: _____