

Separation Notice

Employee Information - To be completed by employee's manager.

Employee Name _____ Department _____

Hire Date _____ Last Day Worked _____ Date of Separation _____

Separation Meeting Date _____ Time _____

List individuals present during separation meeting _____

Separation Details - To be completed by employee's manager, check appropriate boxes.

Type of Separation

- Discharge
- Failed to return from Leave
- Other _____
- Resignation
- Retirement
- Layoff

Reason for Separation

- Unacceptable:
- Performance
 - Attendance
 - Conduct
 - Other _____
 - Other Employment
 - Personal
 - Better Position

Remarks: _____

Remarks: _____

Separation Issues Discussed With Employee - To be completed by the Manager

- COBRA Election
- Final Pay
- Personal Belongings
- System 9900 Request Completed
- Other _____
- Simple IRA
- Direct Deposit
- Payroll Forms Completed
- Company Materials/Equipment Returned
- Vacation Due: Hours _____
- Letter of Recommendation

Employee provided a discharge letter? Yes No NA

Would you rehire? Yes No NA

Remarks: _____

Manager's Signature: _____

Date: _____

General Manager's Signature: _____

Date: _____