

EMPLOYEE QUIT/ TERMINATION FORM

Employee Name: _____

Employee Position: _____

Last Date of Employment: _____

Is Employee Re-Hirable? _____

_____ Employee Terminated

_____ Disciplinary Action From/s Attached.

_____ On The Spot Terminations for Violation of Law or Policies:
(Explanation) _____

(Use Back of Form if Needed)

_____ Resignation Letter

_____ Verbally Quit

_____ Quit/Walked Out

_____ No Call. No Show.

_____ Other (Explanation)

(Use Back of Form if needed)

Were they in possession of Company Property, Money or other Assets: _____

If Yes, Please Explain: _____

Manager Signature

Date

Employee Signature

Date