

NOTICE OF TERMINATION

Employee Full Name: _____

Date of hire: _____ Last Day Worked: _____

Date of Termination: _____ Position: _____

Rate of Pay: Start _____ End _____ Eligible for Rehire _____

Reason for Termination

Self-Termination _____

Discharge

- ☐ Failure to Report Without Notification
- ☐ Insubordination
- ☐ Violation of Company Policies
- ☐ Misconduct (Explain in Detail
- ☐ Excessive Absence or Tardiness
- ☐ Failure to Perform Job Properly
- ☐ Other (Explain Below)

Explanation: _____

I certify that the above is true

Date: _____ Employee Signature _____

Date: _____ Manager _____