

Termination Report

Name: _____ Soc Sec #: _____ - _____ - _____
Client Company: _____ Termination Date ____/____/____

Reason for Separation or Refusal

(Please check one of the following)

- Voluntary (Resignation, Job Abandonment, etc.)
 - Attach Letter of Resignation (if available)
 - Date employee quit on ____/____/____
 - Was there full time work for the employee when he/she quit? ____ Yes ____ No
 - Please give a detailed explanation of the circumstances, including any statements made by the employee at the time of termination. (Complete Explanation of Termination below.)

- Involuntary (Layoff, Company Termination, Death, etc.)
 - Attach Warnings (if available)
 - Discharged for misconduct connected with work on ____/____/____
 - Describe what the worker did or failed to do which caused the discharge. Explain the specific act of misconduct; avoid general terms like "absenteeism", "violation of rules"; tell what rule was violated and why, how often absent, etc. (Complete Explanation of Termination below.)

- 90 Day Probation
 - The worker was terminated for unsatisfactory job performance during an established 90 day probationary period of which he/she was notified during the first seven work days.

- Job Refusal
 - Refused offer of job on ____/____/____
 - Give employee's reason for refusal. (Complete Explanation of Termination below.)

Explanation of Termination: _____

_____ (use additional sheets if necessary)

Eligible for Rehire?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Insurance Coverage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I certify my statements are true and correct.

Supervisor's Signature: _____ Date: ____/____/____