

TERMINATION REPORT

Name: _____ SSN: _____

Client Company Name: _____ 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 _____
 - 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 employee was 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 workdays.

- 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? _____ **Yes** _____ **No**
Insurance Coverage? _____ **Yes** _____ **No**

I certify that my statements are true and correct.

Supervisor Signature: _____ Date: _____