



Separation Notice

Client Name: _____

Employee Name: _____

Social Security No.: _____

Hire Date: _____ Termination Date: _____

Reason for termination

Voluntary

Drug or Alcohol Possession

Lack of Work

Poor work performance

Violating company policies

Absenteeism

Negligence

Excessive tardiness

Other

Please explain reason for termination:

Client Company Signature: _____ Date: _____

Employee Signature: _____ Date: _____