**1. Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | | |
| **Employee ID:** |  | **Department:** |  |
| **Job Title:** |  | **Supervisor/Manager:** |  |
| **Date of Hire:** |  |  |  |

**2. Termination Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Termination Date:** |  | **Last Working Day:** |  |
| **Type of Termination:** | Voluntary Resignation | Involuntary Termination | Layoff/Redundancy |
| Retirement | End of Contract |  |

**3. Reason for Termination**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason for Voluntary Resignation (if applicable):** | Personal Reasons | New Job Opportunity | Relocation |
| Other (please specify): |  |  |
| **Reason for Involuntary Termination (if applicable):** | Performance Issues | Misconduct | Violation of Company Policy |
| Attendance Issues | Other (please specify): |  |
| **Reason for Layoff/Redundancy (if applicable):** | Organizational Restructuring | Budget Cuts | Position Elimination |
| Other (please specify): |  |  |

**4. Exit Interview**

* **Was an exit interview conducted?**
  + Yes
  + No
* **Date of Exit Interview:**
* **Conducted By:**
* **Summary of Exit Interview:**
  + *(Attach detailed notes if available)*

**5. Final Pay and Benefits**

* **Final Paycheck Date:**
* **Final Paycheck Amount:**
* **Payment Method:**
  + Direct Deposit
  + Check
* **Accrued Vacation/PTO Payout:**
  + Yes
  + No
  + Amount:
* **Severance Pay:**
  + Yes
  + No
  + Amount:
* **Continuation of Benefits:**
  + Yes
  + No
  + Details:

**6. Company Property**

* **Company Property Returned:**
  + Laptop
  + Mobile Phone
  + ID Badge
  + Keys
  + Credit Cards
  + Uniform
  + Other (please specify):
* **Outstanding Company Property:**
  + *(List any company property not returned)*

**7. Access and Security**

* **Access Terminated:**
  + Email
  + Building Access
  + System Access
  + Other (please specify):
* **Passwords and Accounts:**
  + Changed
  + Disabled
  + Reassigned

**8. Signatures**

* **Employee Signature:**
  + Name:
  + Date:
  + Signature:
* **Manager/Supervisor Signature:**
  + Name:
  + Date:
  + Signature:
* **HR Representative Signature:**
  + Name:
  + Date:
  + Signature:

**Additional Notes**

* **Comments:**
  + *(Include any additional comments or information related to the termination)*