**Employee Separation / Termination Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** |  | | |
| **Department:** |  | **Supervisor/Manager:** |  |
| **Date:** |  | | |

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | | |
| **Employee ID:** |  | **Job Title:** |  |
| **Hire Date:** |  | **Separation Date:** |  |

**Type of Separation**

(Select one)

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Voluntary Resignation | ☐ Retirement | ☐ Termination – Performance | ☐ Termination – Misconduct |
| ☐ Termination – Redundancy/Layoff | ☐ End of Contract/Temporary Assignment | | ☐ Other: |

**Reason for Separation**

|  |
| --- |
|  |
|  |

**Final Compensation & Benefits**

* **Last Paycheck Date:** \_\_\_ / \_\_\_ / \_\_\_\_\_\_
* **Accrued Vacation/PTO Paid:** ☐ Yes ☐ No
* **Severance Pay (if applicable):** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **401(k) / Retirement Plan Status:** ☐ Continued ☐ Cashed Out ☐ Rolled Over
* **Health Insurance (COBRA Eligible):** ☐ Yes ☐ No

**Company Property Returned**

(Please check all that apply)  
☐ Laptop / Computer  
☐ Mobile Phone  
☐ ID Badge / Access Card  
☐ Keys  
☐ Credit Card  
☐ Uniform / Equipment  
☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exit Interview Completed**

☐ Yes ☐ No  
Date: \_\_\_ / \_\_\_ / \_\_\_\_\_\_

**Approvals**

**Supervisor/Manager Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_\_  
**HR Representative Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_\_