**Employee Termination Notice Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** |  | | |
| **Company Address:** |  | **Contact Number:** |  |

**Employee Information**

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

**Termination Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Termination Effective Date:** | |  | |
| **Type of Termination:** | ☐ Voluntary Resignation | ☐ Involuntary Termination (With Cause) | |
| ☐ Involuntary Termination (Without Cause) | | ☐ Layoff / Redundancy |
| ☐ End of Contract | |  |

* **Reason for Termination:**

|  |
| --- |
|  |
|  |

**Final Pay & Benefits**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Working Day:** |  | **Final Pay Settlement Date:** |  |
| **Severance Pay (if applicable):** |  | **Unused Leave Balance Payout:** |  |
| **Benefits/Insurance Status:** |  |  |  |

**Return of Company Property**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Laptop / Computer | ☐ Access Card / ID Badge | ☐ Keys / Office Equipment | ☐ Mobile Phone |
| ☐ Other: |  |  |  |

**Exit Interview (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Completed on: |  | ☐ Not Completed |  |

**Approvals**

|  |  |
| --- | --- |
| **Supervisor/Manager Name & Signature:** |  |
| **HR Representative Name & Signature:** |  |

**Employee Acknowledgement:**  
I acknowledge receipt of this termination notice.

|  |  |
| --- | --- |
| **Employee Signature:** | **Date:** |