**Employee Termination for Misconduct Form**

**1. Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** |  | **Employee ID** |  |
| **Department** |  | **Supervisor/Manager** |  |
| **Position/Title** |  | **Date of Incident** |  |
| **Date of Termination** |  |  |  |

**2. Description of Misconduct**

Provide a detailed summary of the incident(s) leading to termination.  
*(Attach additional pages or supporting documents if needed.)*

**Description:**

|  |
| --- |
|  |
|  |

**3. Policy or Rule Violated**

|  |  |  |
| --- | --- | --- |
| **Policy/Rule Title** | **Section/Clause** | **Description** |
|  |  |  |
|  |  |  |
|  |  |  |

**4. Previous Disciplinary Actions (if any)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Type of Action** | **Reason** | **Outcome** |
|  | Verbal / Written Warning |  |  |
|  | Suspension |  |  |

**5. Final Decision**

☐ Termination for Gross Misconduct  
☐ Termination following Progressive Discipline  
☐ Immediate Dismissal due to Policy Violation

|  |  |
| --- | --- |
| Effective Termination Date: |  |
| Eligible for Rehire: | ☐ Yes ☐ No |

**Reason for Ineligibility (if applicable):**

|  |
| --- |
|  |
|  |

**6. Employer’s Statement**

I, the undersigned, confirm that the above information is accurate and that the employee was given the opportunity to respond to the allegations before this decision was made.

|  |  |  |  |
| --- | --- | --- | --- |
| **Supervisor/Manager Name:** | |  | |
| **Signature:** |  | | Date: |

|  |  |  |  |
| --- | --- | --- | --- |
| **HR Representative Name:** | |  | |
| **Signature:** |  | | Date: |

**7. Employee Acknowledgment**

I acknowledge that I have received a copy of this termination notice. My signature does not necessarily indicate agreement with the decision.

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

**8. Attachments (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Written Warnings | ☐ Witness Statements | ☐ Policy Reference Copy | ☐ Investigation Report |
| ☐ Other: |  |  |  |