

Record of Termination

Employee Information

Employee Name:		On-Site Employer:
Hire Date:	Last Day Worked:	Separation Date:
Rate of pay:	Full time	Part time

Address to which w-2 should be mailed

Voluntary resignation (attach letter of resignation and check all that apply)

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|--------------------------------------|------------------|----------------------|----------------------|-----------------------|
| Return to school | Personal reasons | Job abandonment | Relocation | Dissatisfied with job |
| No reason given | Retirement | To accept other work | In lieu of discharge | |
| Work hours/job responsibility change | | | | |

Lay off: Lack of work Job eliminated

Documentation

If you have selected involuntary resignation, attach all documentation, written warnings, incident notes, dates, witnesses, and explanations to clarify and support termination decision.

Involuntary resignation (check more than one if appropriate)

Absenteeism	Failed evaluation period	Failure to meet performance expectations
Tardiness	Disregard for coworkers, customers, clients	Violation of company policies and procedures
Insubordination	Not qualified for position	Other

Upon separation, indicate whether employee has or will receive any of the following:

Compensation Type	Date to be paid	Period Covered	Amount Paid (gross)
Vacation			
Severance			
Wages In-lieu of notice			
Sick			

Did you follow Human Capital's human resources recommendation? Yes No
If yes, state the person's name:

Employee Name (please print):	Employee Signature:
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Employer Name (please print):	Employer Signature:
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Witness Signature:

Human Capital Use Only

Processed By:	Date:
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EMAIL TO HUMAN CAPITAL: HR@human-capital.com