## **SEPARATION RECORD**

**Instructions:** Present this record to the office on the Monday immediately following the last day of work. Include all related paperwork such as written warnings, co-worker statements, etc.

| EMPLOYEE NAME                 |  | LAST DAY WORKED   |                                  |
|-------------------------------|--|---|----------------------------------|
| Method of Separation:         |  |   |                                  |
| □ <u>QUIT</u>                 | HOW?  ☐ Written Notice (attach) ☐ Verbal Notice ☐ Via Text ☐ No Notice | WHY? ☐ Another Job ☐ Return To School ☐ Leaving City or Area ☐ Health or Family Reasons ☐ Other | CORP OFFICE REVIEW AND APPROVAL: |
| □ <u>DISCHARGED</u>           | HOW? □ Written (attach) □ Verbal □ Text                                | WHY? □ Attendance □ Misconduct □ Incompetent □ Failed at training                               | Initials                         |
|                               |  |   |                                  |
|                               |  |   |                                  |
| Is this person eligible for r | rehire?  | d it to the office.   |                                  |
| Manager Signature             |  | Date  |                                  |