

# Termination Form for Human Resources



Employee Name:

Position:

Last day WORKED:

## Termination Reason

Resignation (personal, changing career path, return to school, relocation)

For Cause (misconduct, performance issue, violation of policy)

Resignation in Lieu

Business Requirements (workforce reduction, expiration of contract)

Death

Retirement

Other, please specify \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

Human Resources Notes: