



Termination Form

Name:	Date Notice Was Received*:
Job Title:	Date of Termination:
Department:	Last Day Worked:
Supervisor Name:	

Reason for Termination:

- Resignation (personal, changing career path, return to school, relocation)
- Cause (misconduct, performance, violation of policy)
- Resignation in Lieu
- Business Requirements (reduction in force, expiration of contract)
- Death
- Retirement
- Other _____

Return of Company Property:

- Laptop
- Keys
- Prox Card
- Credit Card
- Other: _____

Technology:

Where would you like ownership of the departing employee's files transferred? (supervisor, another employee, not needed)

Additional notes for Human Resources:

Signatures

Supervisor Signature: _____

Date: _____

**Please send the resignation letter or email to Human Resources.*