Termination Form

Name:	Supervisor Name:
Job Title:	Date Notice Was Received*:
Department:	Final Day Worked at MTECH:

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.*