C:\Users\FotimaIsrailova\Desktop\workly.jpg

(Please, replace Workly logo with your company’s logo)

**Employee Termination**

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| Employee’s personal information:  Name:  City:  State:  Zip: |

|  |
| --- |
| Reasons for Termination |

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| --- |
| * Not satisfied with supervisor * Not satisfied with colleague/s * Not satisfied with working conditions * Not satisfied with sphere of work * Not satisfied with salary * Generally not satisfied with company itself * Retirement * New better job * Marriage * Sickness * Moving to another country * Family issues * Without a reason * Personal issues * Military service |

Voluntary Not Voluntary

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| * Poor performance at work * Death * Tardiness * Absenteeism * Noncompliance * Violation of company rules * Robbery * Not qualified enough for the position * Misbehavior * Drug/ Alcohol use * Other reasons |

Detailed explanation for voluntary termination

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Detailed explanation for involuntary termination

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Is employee eligible for rehire?

* Yes
* No

If not eligible, please state the reason

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|  |

Employee signature\_\_\_\_\_\_\_\_\_\_\_\_

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

Date\_\_\_\_\_\_\_\_\_\_\_\_\_