

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

**Employee Termination**

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

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| 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
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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
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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\_\_\_\_\_\_\_\_\_\_\_\_\_