



EMPLOYEE SEPARATION NOTICE

upload at <https://secure.landrumcompanies.com>>Secure Uploads>Employee Documentation

****If this is a temporary separation or if you expect the employee to return to work for you, do not complete this form. Please complete the Payroll Change Form changing the employees status to inactive.****

Employee Name: _____

Social Security Number: _____

Start Date: _____ Termination Date: _____ Last Date Worked: _____

Did this person have access to any online data?

Yes No Who is replacing? _____

Client Name/Location: _____

Signature of Person Completing Form: _____ Date: _____

Reason(s) for Separation:

- Resigned Voluntarily. Action was initiated solely by employee.
- Laid off due to lack of work (reduction in force)
- Discharged within first 90 days for unsatisfactory work performance.
- Discharged for misconduct (violation of work rules, etc.)
- Discharged for reasons other than misconduct.

Please explain reason for discharge/resignation and forward copies of warning notices issued:

For Landrum Use Only:

Total Vacation Accrued _____ **Insurance** _____ **401K** _____

Savings Bonds _____ **DOT** _____ **Child Support** _____

Direct Deposit _____ **Garnishments** _____ **Levies** _____