

			Empl	loyee I	Information				
Last Name		A	First Name						
Contract Name			Supervisor						
Hire Date				Termination Effect Date					
Dee									
	son for Separation	aghad)			Involuntory To	minati			
Resignation (Letter Attached)Image: Accepted Another Job			Involuntary Terminati)11			
			Dissatisfied with Job			2			
Military Service				Absenteeism/Tardiness					
No Reason Given									
Quit Without Notice			Performance						
□ Other:			☐ Job Abandonment						
			Never Started						
					□ Other:				
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Did the employee inquire about another pos Was another position offered to the employe									
If yes, did the employee accept the offer: \Box Yes \Box NoIf no, reason given:									
Plea	ase select one (for in	nternal use)							
	TERM – GOVT – Dir				TERM-CO	NT – Tern	ninated contract end		
	TERM-TRANS – Hir		actor		TERM-PER	RF – Term	ninated for performance		
	TERM-AWARE – Co						-		
	TERM-CAUS – Tern								
EM	PLOYEE EVALATIO					_			
		DN Unsatisfactory	Satisf	factory	v Average	Goo	d Excellent	N/A	
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