



EMPLOYEE SEPARATION NOTICE

Work Site Employer Name: _____

Employee Name: _____

Employee Address: _____

SS#: _____ - _____ - _____ Last Day Worked: _____

Date of Termination: _____

URGENT

FAX-Immediately upon employee separation to: 727-572-6827

or

MAIL to:

DecisionPEO

25 Second St. North, #200

St. Petersburg, FL 33701

Attention: HR Dept.

REASON FOR SEPARATION:

<p><u>Voluntary (explain under remarks section below)</u></p> <p>___ 001-Quit (explain in comments)</p> <p>___ 002-Accepted other position</p> <p>___ 003-Medical</p> <p>___ 004-Relocating from area</p> <p>___ 005-Personal/Family Responsibilities</p> <p>___ 006-Left to attend school</p> <p>___ 007-No Call/No Show (___ days)</p> <p>___ 015-FMLA (Family Medical Leave)</p>	<p>___ 008-End of seasonal/temp employment</p> <p>___ 009-Military School</p> <p>___ 010-Failure to return from leave of absence</p> <p>___ 011-Job Transfer Refusal</p> <p>___ 012-Job Dissatisfaction</p> <p>___ 013-Initial period of employment (not good match)</p> <p>___ 014-Other (explain in comments)</p>
<p><u>Involuntary (explain under remarks section below and</u></p> <p>___ 200-Insubordination (explain in comments)</p> <p>___ 201-Repeated tardiness/absenteeism</p> <p>___ 202-Falsified application</p> <p>___ 203-Repeated violation of company rules & policies</p> <p>___ 204-Substandard performance (explain in comments)</p> <p>___ 205-Sleeping on the job</p> <p>___ 206-Use of foul or abusive language</p>	<p><u>give dates of warnings and prior violations)</u></p> <p>___ 207-Destruction of company property</p> <p>___ 208-Initial Period of employment (poor fit, poor performance)</p> <p>___ 209-Violation of Drug Free Work Place Program</p> <p>___ 210-Dishonesty/Theft</p> <p>___ 211-Lack of work/laid off</p> <p>___ 014-Other (explain in comments section)</p>

Remarks:

Remuneration Paid After Separation: (Must also be reported on Payroll Worksheet)

Vacation Pay \$ _____ Wages in lieu of Notice \$ _____ Other \$ _____

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____