



WE'VE GOT A TALENT FOR BUSINESS.™



EMPLOYEE TERMINATION FORM

Complete this form and submit it to qtih@qtigroup.com prior to last day of employment.

<b>Employee Name</b>	<b>Company Name</b>
<b>Term Date</b>	<b>Last Day of Employment</b>

TERMINATION INFORMATION:

Voluntary

Resignation Letter Dated \_\_\_\_\_ (Attach copy, if available)

Involuntary

Reason (Please check **ONE** of the options listed below and provide details)

Misconduct (Attach supporting documentation):

Performance (Be sure to include whether or not employee was or was not performing to their level of capability):

Excessive absenteeism (Attach supporting documentation):

Refused to Work Without Good Cause (Attach supporting documentation):

Layoff (Note recall possibility, if known): \_\_\_\_\_

Other (If checked, provide details & attach supporting documentation):

\_\_\_\_\_ **Date:** \_\_\_\_\_

INTERNAL HR USE ONLY (Please check all that apply):

Pay Out Accrued PTO     Yes     No (If negative balance, see HR Generalist)

Separation Agreement (Attach agreement)    Due Date: \_\_\_\_\_

Cobra

Severance Pay    Amount \$ \_\_\_\_\_    Paid Out Schedule \_\_\_\_\_

HR Comments (i.e. Rehire, UI information, etc.):