

**VIRGINIA**  
**EMPLOYMENT TERMINATION**  
**PACKAGE**

Control Number: VA-P026-PKG



U.S. Legal Forms™ thanks you for your purchase of an Employment Termination Package. This package is a useful and necessary tool for contains essential forms to help your company address the issues of turnover and retention, limit the risk of employment litigation, and build a better workplace.

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### **I. FORM LIST**

With your Employment Termination Package, you will find the forms that will help you ensure a stable and productive organization.

Included in your package are the following forms:

1. Summary of Rights and Obligations under COBRA
2. Termination Letter (General)
3. Checklist for Termination Action
4. Employment Termination Agreement
5. Consent to Release of Employment Information and Release
6. Exit Interview

### **II. DESCRIPTIONS OF FORMS**

Brief descriptions of the forms contained in your U.S. Legal Forms™ Employment Termination Package are found below.

Summary of Rights and Obligations under COBRA - This form is used to summarize a separating employee's rights and obligations under the group health continuation coverage provision of COBRA.

Termination Letter (General) - This form may be used to inform an employee of the decision to terminate their employment. Wages, accrued vacation and severance pay may be specified.

Checklist for Termination Action - This form is a checklist to assist management in the proper procedures for handling terminations. Legal issues, alternatives to discharge, steps to discharge, and verification of notice to the employee of terminable actions are covered.

Employment Termination Agreement - This form provides for a termination date, consideration provided to the employee, and a comprehensive release of claims.

Consent to Release of Employment Information and Release - This form is a consent to the release of employment history and wage information and records. The form also releases the employer from liability in connection with providing such information.

Exit Interview - This form is used for a separating employee to provide valuable feedback by answering comprehensive questions covering various aspects of the company and their job experience within the company.

If you need additional information, please visit [www.uslegalforms.com](http://www.uslegalforms.com) and look up forms by subject matter. You may also wish to visit our legal definitions page at <http://definitions.uslegal.com/>

### **III. TIPS ON COMPLETING THE FORMS**

The form(s) in this packet may contain "form fields" created using Microsoft Word or Adobe Acrobat (".pdf" format). "Form fields" facilitate completion of the forms using your computer. They do not limit your ability to print the form "in blank" and complete with a typewriter or by hand.

It is also helpful to be able to see the location of the form fields. Go to the View menu, click on Toolbars, and then select Forms. This will open the Forms toolbar. Look for the button on the Forms toolbar that resembles a shaded letter "a". Click this button and the form fields will be visible.

By clicking on the appropriate form field, you will be able to enter the needed information. In some instances, the form field and the line will disappear after information is entered. In other cases, it will not. The form was created to function in this manner.

### **IV. DISCLAIMER**

These materials were developed by U.S. Legal Forms, Inc. based upon statutes and forms for the subject state. All information and Forms are subject to this Disclaimer:

**All forms in this package are provided without any warranty, express or implied, as to their legal effect and completeness. Please use at your own risk. If you have a serious legal problem, we suggest that you consult an attorney in your state. U.S. Legal Forms, Inc. does not provide legal advice. The products offered by U.S. Legal Forms (USLF) are not a substitute for the advice of an attorney.**

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