



EMPLOYEE TERMINATION FORM

Employee Name: Diel Ojulu

Termination Date: June 5, 2017

Reason for Termination:

- | | |
|--|---|
| <input type="checkbox"/> Voluntary Resignation | <input type="checkbox"/> Job Abandonment |
| <input type="checkbox"/> Insubordination | <input checked="" type="checkbox"/> Excessive Absenteeism |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Unacceptable Work Performance |

Explanation for Dismissal: Diel called in stating that he could not find his car keys and wouldn't be able to make it into work tonight. Diel has had 10 unexcused absences in the past year. On May 16, 2017, he was given his final written warning regarding his attendance.

Is this Employee Eligible for Rehire: Yes No

Additional Comments:

Employee Signature: _____ Date: _____

Manager Signature: Tim Holt Date: 6/3/17