EMPLOYEE TERMINATION FORM

Employee Name: **Dorienne Fischer**

Termination Date: **November 6, 2018**
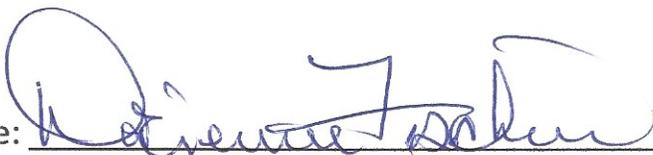
Reason for Termination:

☐ Voluntary Resignation   ☐ Job Abandonment

☐ Insubordination   ☒ Permanent/Temporary Layoff

☐ Policy Violation   ☐ Unacceptable Work Performance

Explanation for Dismissal: **Dorienne is being laid off due to lack of work in her area.**

Is this Employee Eligible for Rehire: ☐ Yes   ☒ No

Additional Comments:

Employee Signature: _____ Date: 11/6/18

Manager Signature: _____ Date: 11-6-18