



## EMPLOYEE TERMINATION FORM

Employee Name: **Jennifer Atkinson**

Termination Date: **December 27, 2017**

Reason for Termination:

- Voluntary Resignation
- Insubordination
- Policy Violation

- Job Abandonment
- Permanent Layoff
- Unacceptable Work Performance

Explanation for Dismissal: **Jennifer is being laid off due to the slow season at Branding Iron.**

Is this Employee Eligible for Rehire:  Yes  No

Employee Signature: \_\_\_\_\_

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

Manager Signature: \_\_\_\_\_

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