



## EMPLOYEE TERMINATION FORM

Employee Name: **John Santema**

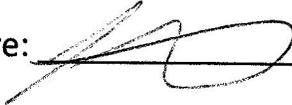
Termination Date: **08-15-2017**

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: **John has had a total of 10 unexcused absences since his re-hire date of 03-30-17. John has received numerous verbal warnings regarding his attendance as well as a written warning on 7-31-17. Since that time, his attendance has not improved. His absenteeism is considered excessive and can no longer be tolerated by the company.**

Is this Employee Eligible for Rehire:     Yes                       No

Employee Signature:  Date: 8-15-17

Manager Signature:  Date: 8-15-17