



EMPLOYEE TERMINATION FORM

Employee Name: **Kimhort Chay**

Termination Date: **December 11, 2017**

Reason for Termination:

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

Explanation for Dismissal: **We are sorry to have to inform you that you will be laid off from your position at Branding Iron due to our seasonal slow-down. We appreciate the work you've done here.**

Employee Signature: Kimhort Chay Date: 12-11-17

Manager Signature: Jodi Hanson Date: 12-11-17