



EMPLOYEE TERMINATION FORM

Employee Name: Marcus Platz

Termination Date: 02-23-17

Reason for Termination:

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

Explanation for Dismissal: Marcus had had 4 absences and 3 tardiness's since his hire date of 01-04-17.

Is this Employee Eligible for Rehire: Yes No

Additional Comments: Marcus called in on Thursday, 02-23-17 to say he wouldn't be in again today and I terminated him over the phone.

Employee Signature: _____ Date: _____

Manager Signature: Lou Larson Date: 2-23-17