



EMPLOYEE TERMINATION FORM

Employee Name: **Mark Johnson**

Termination Date: **December 20, 2019**

Reason for Termination:

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

The purpose of this letter is to notify you of our decision to terminate your employment, effective immediately. Like all employees, you are employed on an at-will basis. While we are not required to give you a reason for our decision, we think it is important for you to understand why we reached this conclusion.

We have concluded, following our investigation, that your actions on December 10, 12, 16, 18, and 19, 2019, you violated several segments of the Behavior and Conduct section of the Employee Handbook. In particular, our surveillance camera captured you clocking back in from lunch then exiting the building for an extended period of time. These infractions are in direct violations of company policy.

Also, on April 2nd and April 24th, 2019 you received and signed written warnings regarding your failure to follow the break policy procedure and the consequences should such behavior continue.

Per normal procedure, you will be expected to immediately surrender your access badge along with any other company property.

Employee Signature:  Date: 7-1-14

Manager Signature: _____ Date: _____