



EMPLOYEE TERMINATION FORM

Employee Name: **Patrick Kissner**

Termination Date: **November 14, 2017**

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"/> Misconduct/Improper Behavior | <input type="checkbox"/> Unacceptable Work Performance |

Explanation for Dismissal: **On November 13, 2017, we received an official letter of complaint of harassment from a co-worker. On several occasions, Patrick was asked by a co-worker to not touch her and to leave her alone. This pattern of behavior continued even after Patrick was specifically asked again and again to not touch her. After doing an investigation on this matter, and speaking to other employees who witnessed this behavior, it was deemed to be true. This form of harassment is unlawful and is having a negative impact on other employees. This misconduct is also creating a hostile work environment and cannot be tolerated. Violation of the Anti-harassment Policy will not be tolerated as the company has Zero Tolerance for any forms of harassment, therefore your employment is being terminated effective immediately.**

Is this Employee Eligible for Rehire: Yes No

Employee Signature: Patrick Kissner Date: 11-14-17

Manager Signature: David Kaiser Date: 11-14-17