



Corporate Management Group  
 12000 N. Washington St. Suite 350  
 Thornton, CO 80241  
 Office – 303-920-1425  
 Fax – 303-737-7767  
 Contact Name: Jamie Ready

**Termination of Employment**

Name of Employee: Shawna Henke

Last Day Worked: 11/2/20

	Employee Initials	Reason for Termination
Quit		
Laid Off		
Terminated	SHK	Said it was not what she wanted to do
Failed to Report		
Converted		

If they employee quit was a notice provided? Yes \_\_\_ No \_\_\_ If so, when? \_\_\_\_\_

Final Pay to Include: pay 10/18/20 - 11/2/20 Eligible for rehire: Yes \_\_\_ No \_\_\_

The following items have been turned in:

Truck		
Keys		
Tools		
Supplies		
Uniforms		
Cell Phone		
Other		

Receipt of a fully-executed copy is acknowledgement of this termination notice.

Signed: [Signature] Date: 11/2/20  
 Employee

Signed: [Signature] Date: 11/2/20  
 Employer