



EMPLOYEE TERMINATION FORM

Employee Name: **Zachary Arignamath**

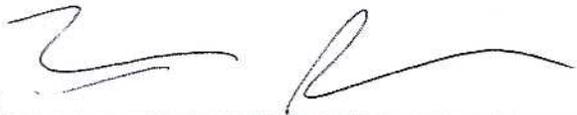
Termination Date: **July 9, 2020**

Reason for Termination:

- | | |
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| <input checked="" type="checkbox"/> Excessive Absenteeism | <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 |

Explanation for Dismissal: Zachary's position is being terminated effective immediately due to excessive absenteeism. Your attendance record since your hire date of 04/02/2020 has been poor. With your multiple absences in the last 3 months, it has been difficult to manage the workload. We cannot allow any employee to break our policies and disrupt the discipline of our workplace.

Is this Employee Eligible for Rehire: Yes No

Employee Signature:  Date: _____

Manager Signature:  Date: 7-9-20