

STANDARD TERMINATION FORM

Contractor:

Employee Name:

S/S Number:

Hire Date:

Term Date:

Reason For Termination (check appropriate box(es))

Reduction Of Force

Absenteeism

Unsatisfactory Job Performance (explain)

Discharged For Misconduct (explain)

Failure To Obey Instructions (explain)

Voluntary Quit

Other (explain)

Explanation:

Wages Paid In Full: Yes No

Eligible For Rehire: Yes, immediately

Yes, after: 30, 60, 180 days

Not Eligible

Terminated By: