
Employee Separation Report

EMPLOYEE NAME: _____

SOCIAL SECURITY NUMBER: _____

DATE: _____

REASON FOR TERMINATION:

DISCHARGE

RESIGNATION

LAYOFF

COMMENTS:

CHECKLIST	DATE	MGMT INITIALS
1. Obtained company property:		
Printed training materials, handbooks and workbooks		
Copy of video training program/other video materials		
All client keys		
Tools and information		
Equipment, cleaning supplies, tools and company-owned textiles		
Other (explain)		
2. Exit Interview		
3. Final payroll check		
4. Unemployment separation notice given to employee (if required)		