



EMPLOYEE SEPARATION NOTICE

☐ Chrysler ☐ Ford BHC ☐ Ford KNG ☐ Nissan ☐ Toyota ☐ Powersports

EMPLOYEE INFORMATION

(To be completed by Employee's Supervisor)

Employee Name: _____ Position _____

Last Day Worked: _____

Effective Separation Date: _____

Witness(es): _____

SEPARATION DETAILS: Type of Separation

- ☐ Discharge
- ☐ Resignation
- ☐ Layoff

- ☐ Retirement
- ☐ Job Abandonment
- ☐ Other: _____

Reason for Separation:

Would you Rehire? ☐ Yes ☐ No [*Must Explain*]

Why not rehire?

Forwarding Address:

Final Pay: ☐ Pick-up ☐ Mail

Supervisor/Manager Signature: _____

HR Signature: _____