



EMPLOYEE SEPARATION NOTICE

Chevy Chrysler BHC Ford KNG Ford Honda 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

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Discharge | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Resignation | <input type="checkbox"/> Job Abandonment |
| <input type="checkbox"/> Layoff | <input type="checkbox"/> 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: _____