**Employee Separation Report**

**EMPLOYEE NAME:**

**DEALERSHIP NAME: DROP DOWN**  **Position:**

**Employee Number:** \***Last Day Worked:\***

**Termination Pay:** **O** Vacation **O** Severance **O** Wages in Lieu of Notice

**Amount:** $ **for the period of**  **to**

**\*Voluntary Termination Reason: (QUIT)**

|  |  |  |
| --- | --- | --- |
| **O** Death**O** Mutual Consent**O** Return to School | **O** Retirement**O** Relocation**O** Expiration of Contract | **O** Resignation w/ Advanced Notice**O** OTHERDROP DOWN |

**PLEASE PROVIDE DETAILS ON ALL VOLUNTARY TERMINATIONS:**

**\*Involuntary Termination:**

|  |  |
| --- | --- |
| **O** “For Cause” (Misconduct)**O** Job Abandonment | **O** Dealership Sold/ Closed**O** OTHER DROP DOWN |

**PLEASE PROVIDE DETAILS ON ALL INVOLUNTARY TERMINATIONS: (FIRED)**

**Layoff/ Reduction in Force:**

|  |  |
| --- | --- |
| O Elimination of PositionO End Temp Employment | O Staff ReductionO Disposition DROP DOWN |

**\*ELIGIBLE FOR REHIRE?\* O** YES **O** NO

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date

Employee Signature

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date

Manager Signature

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Print Manager’s Name