**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** OTHER  DROP 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 Position  O End Temp Employment | O Staff Reduction  O Disposition DROP DOWN |

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

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

Date

Employee Signature

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

Date

Manager Signature

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

Print Manager’s Name