

**Clay Cooley Automotive
Employee Separation Report**

EMPLOYEE NAME: _____

DEALERSHIP NAME: _____

Position: _____

Employee Number: _____

Last Day Worked: _____

Circle one: Productive OR Support Staff

Eligible for Rehire? ☐ YES ☐ NO

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

- | | | |
|--|--|--|
| <input type="radio"/> Death | <input type="radio"/> Retirement | <input type="radio"/> Resignation w/ Advanced Notice |
| <input type="radio"/> Mutual Consent | <input type="radio"/> Relocation | <input type="radio"/> OTHER |
| <input type="radio"/> Return to School | <input type="radio"/> Expiration of Contract | |

PLEASE PROVIDE DETAILS ON ALL VOLUNTARY TERMINATIONS:

***Involuntary Termination:** (FIRED)

- | | |
|--|---|
| <input type="radio"/> "For Cause" (Misconduct) | <input type="radio"/> Dealership Sold/ Closed |
| <input type="radio"/> Job Abandonment | <input type="radio"/> OTHER |

PLEASE PROVIDE DETAILS ON ALL INVOLUNTARY TERMINATIONS:

Layoff/ Reduction in Force:

- | | |
|---|---------------------------------------|
| <input type="radio"/> Elimination of Position | <input type="radio"/> Staff Reduction |
| <input type="radio"/> End Temp Employment | <input type="radio"/> Disposition |

Employee Signature

Date

Manager Signature

Date

Print Manager's Name