

CEC TERMINATION OF EMPLOYMENT

EMPLOYEE NAME _____ EMPLOYEE # _____

ADDRESS _____

SOCIAL SECURITY #: ____ - ____ - ____

POSITION:

TERMINATION DATE: ____ / ____ / ____

Remove From Payroll? ____ Yes ____ No

Reason For Termination: Resigned

____ Moving ____ Retired ____ Found Other Employment

____ Personal (Non-job Related) ____ Working Conditions ____ Other _____

Reason For Termination: Laid Off

____ Temp position ended ____ Lack of Work Other _____

Reason For Termination: Discharged

____ Absenteeism ____ Tardiness ____ Misconduct ____ Poor Performance

____ Violated Company Policies ____ Other _____

Manager/Supervisor: Provide written reason for Termination

Manager/Supervisor Signature

Date: ____ / ____ / ____

Employee Acknowledgment: ____ I agree with the above reason ____ I disagree with the above reason

If you disagree, Please explain: (Use back of form if more space is needed.)

I hereby certify that the foregoing is a true statement of the reason or cause of my termination of employment.

Employee Signature

Date: ____ / ____ / ____