

EMPLOYEE SEPARATION NOTICE

upload at <https://secure.landrumhr.com>>My Document Library>Create New>Subject: Employee Documentation
(and follow the remaining prompts)

****If this is a temporary separation or if you expect the employee to return to work for you, do not complete this form. Please complete the Payroll Change Form changing the employees status to inactive.****

Employee Name: _____ Social Security Number: xxx-xx-_____

Start Date: _____ Termination Date: _____ Last Date Worked: _____

Is employee eligible for re-hire with this client? ☐ Yes ☐ No

Did this person have access to any online data?

☐ Yes ☐ No Who is replacing? _____

Client Name/Location: _____

Signature of Person Completing Form: _____ Date: _____

Reason(s) for Separation:

- ☐ Resigned Voluntarily. Action was initiated solely by employee.
- ☐ Laid off due to lack of work (reduction in force)
- ☐ Discharged within first 90 days for unsatisfactory work performance.
- ☐ Discharged for misconduct (violation of work rules, etc.)
- ☐ Discharged for reasons other than misconduct.

Please explain reason for discharge/resignation and forward copies of warning notices issued:

For Landrum Use Only:

Total Vacation Accrued	_____	Insurance	_____	401K	_____
Savings Bonds	_____	DOT	_____	Child Support	_____
Direct Deposit	_____	Garnishments	_____	Levies	_____