



Employee Termination Notice

Name: _____

Position: _____

Department: _____

Date of Termination: _____

Check One:

- Voluntary Leave - Notice Given
- Voluntary Leave - No Notice Given
- Terminated for (state reason) _____
- Leave of Absence

Re-Hire Status (check one)

- Eligible for Re-hire
- NOT eligible for Re-hire

Company Property: (check if returned)

- Keys
- Tools/Equipment
- Other _____

Membership Status:

- Alternate Payment Arrangements Made
- Member Service Notified To Cancel

Comments:

Signature: _____

Processed in Human Resources

HR/Payroll _____ Date _____