



SCAN signed copy to DOUG DUNLAP within 24 hours after termination and copy HR/IT

SEPARATION OF EMPLOYMENT

Employee Name _____

Emp ID _____

Manager _____

Location _____

Position _____

Last Day Worked _____

Notice given? Yes ___ No ___

Payout Unused Vacation? Yes ___ No ___ # days _____

Date of Termination _____

Reason for Termination: Please select *ONE* Answer

Other Employment ___ Name of Company if Available _____

Relocated ___ Personal ___ Absences/Tardies ___

Insubordination ___ Violation of Policy ___ Poor Performance ___

Temporary Layoff ___ Permanent Layoff ___ Job Abandonment ___

Details of Termination:

Eligible for Rehire? Yes ___ No ___

Customer Base reassigned to: _____

Email Re-assigned to: _____

Company Property Returned? Yes ___ No ___

OK to release deposit to employee? Yes ___ No ___

If No, List Property Due _____

___ Deactivate email account

___ Terminate Reynolds account

___ Remove from phone list

___ Remove name from phone ext. directory (if applicable)

___ Remove picture from Website

___ Benefits Updated

Please identify vendor accounts that need closed: ___ VinSolutions ___ Nissan ___ Subaru
___ Hyundai ___ Volvo ___ DealerTrack
___ VAuto

Manager Signature

Date

General Manager/Director Signature

Date