



Review with HR. Scan to Doug/IT.

### SEPARATION OF EMPLOYMENT

Employee Name \_\_\_\_\_

Emp ID \_\_\_\_\_

Manager \_\_\_\_\_

Location \_\_\_\_\_

Position \_\_\_\_\_

Last Day Worked \_\_\_\_\_

Notice given? Yes \_\_\_ No \_\_\_

Date of Termination \_\_\_\_\_

Voluntary \_\_\_ Involuntary \_\_\_

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