

# Employee Separation Form

Livonia Chrysler

Separation Date \_\_\_\_\_

Employee name \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Last day physically worked \_\_\_\_\_ Hours worked final pay period \_\_\_\_\_

Job title \_\_\_\_\_ Employee indebted to company \$ \_\_\_\_\_

Does employee have: Keys \_\_\_\_\_, Uniforms \_\_\_\_\_, Other (Explain?) \_\_\_\_\_

1. \_\_\_\_\_ Layoff / Lack of work
2. \_\_\_\_\_ Quit
- Illness \_\_\_\_\_ Moving \_\_\_\_\_ Spouse change of job \_\_\_\_\_ Maternity \_\_\_\_\_ Personal \_\_\_\_\_
- Travel is to far \_\_\_\_\_ Other Employment \_\_\_\_\_ Where? \_\_\_\_\_

Retirement \_\_\_\_\_ Other (Explain?) \_\_\_\_\_

3. \_\_\_\_\_ Discharge
- Intoxication \_\_\_\_\_ Absenteeism \_\_\_\_\_ Tardiness \_\_\_\_\_
- Insubordination \_\_\_\_\_ fighting \_\_\_\_\_ Infraction of rules \_\_\_\_\_
- Failure to follow instructions \_\_\_\_\_ Misconduct \_\_\_\_\_
- Unauthorized use or removal of company property \_\_\_\_\_
- Other (Explain?) \_\_\_\_\_

Supervisor’s Statement: \_\_\_\_\_

X \_\_\_\_\_

Manager     Date

X \_\_\_\_\_

Employee     Date

X \_\_\_\_\_

Witness     Date