

Employee Separation Form

Livonia Chrysler Jeep

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

TERMINATION CHECK LIST

Livonia Chrysler Jeep

- 1. Separation Form ☐ Yes ☐ N.A.
 - a. Reason for leaving ☐ Yes ☐ N.A.
 - b. Date of termination ☐ Yes ☐ N.A
- 2. Letter of Resignation ☐ Yes ☐ N.A
- 3. Uniforms returned ☐ Yes ☐ N.A
- 4. Demo Turned in ☐ Yes ☐ N.A
- 5. Keys turned in ☐ Yes ☐ N.A
- 6. Dealer Plate returned ☐ Yes ☐ N.A
- 7. Verify no open accounts (AR) ☐ Yes ☐ N.A
- 8. Collect current deals / RO's ☐ Yes ☐ N.A
- 9. Notify IT (Jack Holden) to suspend all login's ☐ Yes ☐ N.A
- 10. Notify Dealer Principal ☐ Yes
- 11. Review with Unemployment Services ☐ Yes ☐ N.A
(Tim Taylor 248.926.8900)
Call PRIOR to termination!

X_____ _____
Manager Date

X_____ _____
Office Manager Date

Employee Letter of Resignation

Livonia Chrysler Jeep

I (Name): _____

X_____

EmployeeDate