



# Notice of Employee Separation

Please print or type all information

Employee Name: _____	<b>URGENT</b>
Client Name: _____	Fax immediately upon separation of
SS #: _____	employment of any employee to:
Employee Address: _____	Ascend HR Solutions 801.467.6578
_____	or mail to:
Last Day Worked: _____	Ascend HR Solutions
_____	2196 S 700 E
Termination: _____	Salt Lake City, UT 84106

Reason for Separation: \_\_\_\_\_

Voluntary (explain under comments section below)

<input type="checkbox"/> Quit	<input type="checkbox"/> Seasonal/Temp Employment
<input type="checkbox"/> Another Job	<input type="checkbox"/> Military
<input type="checkbox"/> Medical	<input type="checkbox"/> Failure to return from leave of absence
<input type="checkbox"/> Moved to area	<input type="checkbox"/> Job Transfer refusal
<input type="checkbox"/> Personal/Family Responsibilities	<input type="checkbox"/> Job Dissatisfaction
<input type="checkbox"/> School	<input type="checkbox"/> Initial period of employment (90 days)
<input type="checkbox"/> No show/no call	<input type="checkbox"/> Other

Involuntary (Explain under comments section below and give dates of warnings and prior violations)

<input type="checkbox"/> Insubordination	<input type="checkbox"/> Destruction of company property
<input type="checkbox"/> Repeated tardiness/ Absenteeism	<input type="checkbox"/> Initial period of employment (90 days)
<input type="checkbox"/> Falsified application	<input type="checkbox"/> Violation of Drug Free Work Place
<input type="checkbox"/> Repeated violation of Company policies	<input type="checkbox"/> Dishonesty/Theft
<input type="checkbox"/> Substandard performance	<input type="checkbox"/> Lack of work/Laid off
<input type="checkbox"/> Sleeping on the job	<input type="checkbox"/> Other (explain in comments section)
<input type="checkbox"/> Use of foul and abusive language	

**Please attach all disciplinary documentation**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisors Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Benefits	Yes	No	Garnishments	Yes	No
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