

**OPTIONS/PERSONAL CHOICE  
TERMINATION OF EMPLOYMENT**

Employer Name: \_\_\_\_\_

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

Last Day of Work: \_\_\_\_\_

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

**Reason for Leaving:**

LACK OF WORK

VOLUNTARY

Job Abandonment (3 days no call or no show)

Personal Reasons

Accepted another job

Relocation

Dissatisfaction with hours/rate of pay

DISCHARGE

Unsatisfactory work performance (no misconduct)

Attendance or Tardiness

Violation of company policy

Falsification of records

Insubordination

OTHER

\_\_\_\_\_  
\_\_\_\_\_

**If DISCHARGE provide date and details of final incident:**

\_\_\_\_\_  
\_\_\_\_\_

**List dates and details of any prior incidents and warnings (attach copy of any written warnings)**

\_\_\_\_\_  
\_\_\_\_\_

Signature of Employer \_\_\_\_\_

Date \_\_\_\_\_