

Job Termination Form

This is to certify that _____ has had their employment terminated.

Dated:

Reasons for termination / resignation have been explained.	Y <input type="checkbox"/>	N/A <input type="checkbox"/>
Issued uniform has been returned in good condition.	Y <input type="checkbox"/>	N/A <input type="checkbox"/>
Necessary documentation has been signed including confidentiality agreement (if required).	Y <input type="checkbox"/>	N/A <input type="checkbox"/>
All keys belonging to the company have been returned.	Y <input type="checkbox"/>	N/A <input type="checkbox"/>
Cash float has been checked	Y <input type="checkbox"/>	N/A <input type="checkbox"/>
Final timesheet completed and all outstanding pay (including holidays) has been finalised	Y <input type="checkbox"/>	N/A <input type="checkbox"/>
All company property has been returned	Y <input type="checkbox"/>	N/A <input type="checkbox"/>
The team member has provided a point of contact	Y <input type="checkbox"/>	N/A <input type="checkbox"/>
Staff handbook returned.	Y <input type="checkbox"/>	N/A <input type="checkbox"/>
Exit interview completed.	Y <input type="checkbox"/>	N/A <input type="checkbox"/>

Employee Details:

MORE TEXT ON FULL DOCUMENT

I acknowledge that I have been taken through the company's termination procedures:

Signature: _____ Print Name: _____

Manager's Signature: _____ Print Name: _____