



Notice of Employee Separation/Termination of Employment

Client Name	Department/Division	Effective Date
Employee Name	Social Security Number	Today's Date

Last day worked _____ Date of Separation _____

Is Employee Eligible for rehire? Yes No

Reason For Separation/Termination:

Voluntary

- Retirement
- Accepted another Job Elsewhere
- Walked Off Job
- No Call / No Show / Failed to Return to Work
- Employee Moved Out of Area
- Employee Quit within 90-Day Introductory Period
- Voluntary Quit
- Never Started – Received No Check
- Other – See Comment Below

Involuntary - Explain under comments section.

- Unsatisfactory Work within 90-Day Introductory Period – Let Go
- Reported to Work Under the Influences of Drugs / Alcohol
- Laid Off
- End of Seasonal / Temporary Employment
- Falsification of Employment Records
- Incomplete I-9
- Substandard Performance – (Not Misconduct)
- Tardiness or Absenteeism
- Breach of Company Policy
- Misconduct
- Other – See Comment Below

Comments:

Supervisor's Signature _____ Date _____

**PLEASE FAX COMPLETED FORM TO THE MBA PAYROLL DEPARTMENT
727.563.1502 or 1.866.896.2528**

For MBA Internal Use Only:

Benefits: Yes No
 Garnishments: Yes No
 Direct Deposit: Yes No

Process Date: _____

Processed By: _____