

# Employee Termination Form Online

## Employee Information:

- Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

## Termination Details:

Field	Details
Termination Date	[Insert Date]
Reason for Termination	[Insert Reason]
Final Pay Date	[Insert Date]
Severance Pay (if applicable)	[Insert Details]

## Assets Returned:

- Laptop
- Access Cards
- Mobile Devices
- Other: \_\_\_\_\_

## Acknowledgment and Consent:

I, [Insert Employee Name], understand the reasons for my termination and confirm the return of all company property.

Employee Signature: \_\_\_\_\_

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

**Manager/HR Representative Signature:** \_\_\_\_\_

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