Employment Job Status Form

Employee Information:

Name: _____

Employee ID: _____

Department: _____

Current Job Status:

☐ Active Employee

☐ On Leave

☐ Terminated (Specify Reason Below)

☐ Retired

Job Status History Table:

Date	Status	Reason/Notes	Approved By

Certification:

I, _____, confirm that the above information is true and up-to-date as of this submission.

Employee Signature: _____

Date: _____

Manager/HR Signature: _____

Date: _____