**Colorado Employment Separation Form**

### **SECTION 1: EMPLOYEE INFORMATION**

* **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Start Date: \_\_\_\_\_\_**
* **Last Working Day: \_\_\_\_\_\_**
* **Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **SECTION 2: SEPARATION DETAILS**

**☐ Voluntary Resignation – Employee initiated separation
☐ Retirement – Employee is retiring from employment
☐ Termination by Employer – Company-initiated termination
☐ End of Contract – Employment ended per contractual terms
☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Reason for Separation:**
* **Final Working Day Confirmation:
☐ Employee provided notice of \_\_\_\_\_\_ days
☐ Employee left without notice**

### **SECTION 3: FINAL COMPENSATION & BENEFITS**

* **Final Paycheck Issued On: \_\_\_\_\_\_**
* **Outstanding Deductions (if any): $\_\_\_\_\_\_**
* **Severance Pay (if applicable): ☐ Yes ☐ No Amount: $\_\_\_\_\_\_**
* **Unused PTO/Vacation Payout: ☐ Yes ☐ No Amount: $\_\_\_\_\_\_**

### **SECTION 4: RETURN OF COMPANY PROPERTY**

**☐ Employee has returned all company assets
☐ Employee has outstanding items (listed below):**

### **SECTION 5: ACKNOWLEDGMENT & SIGNATURES**

* **Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_**
* **HR Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_**
* **Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_**