

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: _____