**Employment Separation Certificate Form**

**This document is issued as an official record of employment separation.**

### **SECTION 1: EMPLOYER DETAILS**

* **Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Employer ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **HR Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Employer Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **SECTION 2: EMPLOYEE DETAILS**

* **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Last Working Day: \_\_\_\_\_\_**

### **SECTION 3: SEPARATION CLASSIFICATION**

**☐ Voluntary Resignation
☐ Involuntary Termination
☐ Redundancy / Layoff
☐ End of Fixed-Term Contract**

* **Reason for Separation:**

### **SECTION 4: FINAL PAYMENT DETAILS**

* **Final Paycheck Amount: $\_\_\_\_\_\_**
* **Severance Compensation: ☐ Yes ☐ No**
* **Unused Vacation Pay: ☐ Yes ☐ No**

### **SECTION 5: RETURN OF COMPANY ASSETS**

**The following company-owned items have been returned:**

**☐ ID Badge
☐ Laptop / Computer
☐ Mobile Phone
☐ Keys / Access Cards
☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **SECTION 6: EMPLOYMENT STATUS CONFIRMATION**

**☐ The employee was full-time
☐ The employee was part-time
☐ The employee was contract-based**

### **SECTION 7: SIGNATURES**

* **Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_**
* **Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_**
* **Witness Signature (if required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_**