

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: _____