**Employment Separation Form Template**

**This form serves as an official record of employment separation and outlines the necessary steps for both the employee and employer.**

### **1. EMPLOYEE INFORMATION**

* **Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Last Working Date: \_\_\_\_\_\_**
* **Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **2. REASON FOR SEPARATION**

**☐ Resigned (Personal Reasons)  
☐ Resigned (New Job Opportunity)  
☐ Terminated (Performance Issues)  
☐ Terminated (Misconduct)  
☐ Layoff (Company Downsizing)  
☐ Retirement  
☐ Contract Ended  
☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **3. SEVERANCE & BENEFITS**

| **Benefit Type** | **Eligible?** | **Amount/Details** | **Notes** |
| --- | --- | --- | --- |
| **Final Paycheck** | **☐ Yes ☐ No** | **$\_\_\_\_\_\_** | **Paid on \_\_\_\_\_\_** |
| **Severance Pay** | **☐ Yes ☐ No** | **$\_\_\_\_\_\_** | **Conditions Apply** |
| **PTO Payout** | **☐ Yes ☐ No** | **$\_\_\_\_\_\_** | **Based on Policy** |
| **Health Benefits** | **☐ Yes ☐ No** | **Covered until \_\_\_\_\_\_** |  |
| **401(k) Plan** | **☐ Yes ☐ No** | **Withdrawal Options** |  |

### **4. RETURN OF COMPANY PROPERTY**

**☐ Employee has returned all company equipment  
☐ Items not returned (explain below):**

### **5. EXIT INTERVIEW (OPTIONAL)**

**Would you like to provide feedback about your employment experience?  
☐ Yes, I am willing to participate in an exit interview  
☐ No, I decline to provide feedback**

### **6. EMPLOYEE ACKNOWLEDGMENT**

**I confirm that I understand and agree with the details outlined in this form.**

* **Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_**
* **HR Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_**
* **Witness Signature (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_**