

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	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$_____	Paid on _____
Severance Pay	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$_____	Conditions Apply
PTO Payout	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$_____	Based on Policy

Health Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No	Covered until _____	
401(k) Plan	<input type="checkbox"/> Yes <input type="checkbox"/> 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: _____