

General Separation Notice

[Note: Employees may sign this form during their exit interview or when they receive their final paycheck.]

Company:	Job Title:
Employee:	Previous Dates of Employment:
Dates of Employment (Start & Last):	Overtime? Yes No
Working Hours:	Union involved? Yes No
Rate of Pay:	Voluntary Quit Discharge Lack of Work
Severance Pay:	Occurrence:
Type of Discipline:	Date Issued:
Type of Discipline:	Date Issued:



What were the factors leading to separation if no discipline was applied?	
What other circumstances, if any, were taken into consideration?	
Employee's Comments	
Employee's Signature:	Date:
Immediate Supervisor's Signature:	Date:
Is this individual eligible for rehire? Yes No	If No, Reason: