STRATUS.HR
Elevated HR for elite employers

Employee Termination Form

Please clearly print and complete all items on this page:

Client / Company Name: _____

Employee Full Name: (First Middle Last) _____

Employee ID :* ☐☐☐☐☐☐☐☐☐☐☐☐☐ **AND/OR** **Last 4 of Social Security Number:** ☐☐☐☐

Last Day Worked: _____ **Last Check Date:** _____ **Term Date:** _____ **Eligible for Re-Hire:** ☐ Yes ☐ No

Rate of Pay: _____ **Job Title:** _____ **Avg. Hours per Week:** _____

Was or will employee be paid out severance or vacation pay? ☐ Yes ☐ No

☐ **Vacation**	Gross amount:	_____	Hours:	_____	Date paid: _____
☐ **Severance**	Gross amount:	_____	Hours:	_____	Date paid: _____
☐ **Other**	Gross amount:	_____	Hours:	_____	Date paid: _____

Reasons for Termination:

☐ **Reduction of Force due to lack of work** *(This employee will not be replaced)* **Reason**: _____

☐ **Voluntary Quit** *(Separation was initiated by the employee)* **Reason**: _____

Did the employee give advance notice for quitting? ☐ Yes ☐ No Was the employee paid through the date of notice? ☐ Yes ☐ No

Was the employee told he/she would be discharged if he/she did not quit? ☐ Yes ☐ No

What reason did employee give for quitting? _____

☐ **Discharge** *(Separation was initiated by the employer)* **Reason**: _____

Please list details of the termination _____

How did the employee know that his/her actions causing the discharge were in violation of policy, rules, standards or expectations? Please be specific, type content, and dates of any warnings? *(Attach supporting documentation)*

Please List additional information: *(final incident; In case of death, please provide date of death and copy of death certificate)*

Person to contact for more details: _____ **Phone Number:** _____

Signature of Manager **Date** (MM/DD/YYYY)

Manager Name (print)

Signature of Employee **Date** (MM/DD/YYYY)

Employee Name (print)

Press to Submit to Stratus.hr

*Enter your Employee ID, if known. Your Employee ID can be found on your paystub, in your employee portal er or on the Mobile App. The number of digits in your Employee ID may be less than the space available above.