



# Termination of the Employment Report

The employment relationship between Branscome Inc. and its employees is at-will and voluntary. This is not a contract.

General Information			
Employee Name (Last, First M.I.):			
Employee Number:		Job Classification:	
Social Security Number:		Supervisor:	
Date of Report:		Termination Date:	
Date of Hire:		Last Day Worked:	
Years of Service:		Region/Divison:	
Termination Information			
Termination Type			
<input type="checkbox"/>	Resignation	<input type="checkbox"/>	Discharge
<input type="checkbox"/>	Permanent Layoff		<input type="checkbox"/>
<input type="checkbox"/>	Retirement		
<input type="checkbox"/> Failure to return to work from approved leave of absence			
Other:			
Termination Reason			
<input type="checkbox"/>	Attendance (Tardiness, Excused/Unexcused)		
<input type="checkbox"/>	Theft, Embezzlement, Dishonesty, Falsifying Records, Disclosing confidential information		
<input type="checkbox"/>	Violation of Company Safety Policy		
<input type="checkbox"/>	Failure to follow Instructions or Insubordination		
<input type="checkbox"/>	Negligence which results, or could result in harm to another person or damage to property/equipment		
<input type="checkbox"/>	Harassing, Threatening, Coercing, Intimidating, or Engaging in violence with another employee		
<input type="checkbox"/>	Violation of Company's Rules/Standards of Conduct		
Other:			
Date notified IT of termination:		Rehire?	Yes No
Company property and equipment returned?			
Remarks			
Company Remarks			
Employee Remarks			
Approvals			
Supervisor:		Title:	
Management:		Title:	

Confidential: This document is the property of Branscome Inc. and may not be copied or disclosed to others without authorization.