

**HR USE ONLY**

Darwin _____

Benefits _____

Scan _____

SEPARATION FROM EMPLOYMENT

Employee Name: _____

Employee SS#: _____

Position Held: _____

Last Day Worked: _____

Client Company: _____

Termination Date: _____

Name of Supervisor: _____

Work Location: _____

Job Duties: _____

What were the employees hours and days of work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start time							
End Time							

Reason for leaving (Mark Only One):☐ Voluntary Resignation☐ Temporary/Seasonal Layoff☐ Retirement☐ Permanent Layoff☐ Dismissal☐ Job AbandonmentHow was claimant informed of Discharge? ☐ In Person ☐ By Phone ☐ By Mail

By Whom: _____ Title: _____ On what Date: _____

- 1) If there was a delay between the times when the decision was made and when the employee was notified, please explain why.

- 2) What was the final date and incident that resulted in the employees discharge?

- 3) What specifically was the claimant told about why he/she was discharged?

Employee Name: _____

4) How were the claimant's actions detrimental to your business?

5) As it pertains to question 2, did the employee violate a rule, policy or procedure?

☐ Yes ☐ No

a) If yes please explain in detail:

b) What was the employee expected to do?

6) How would the claim have known that his/her actions described in question 2 could cause or potentially cause discharge? _____

- Please attach a copy of any warnings written or verbal and the specific policy if available.
- If employee was given a verbal/written warning, please indicate:
 - By Whom: _____ Title: _____
 - When was the warning given: _____
 - What was the employee told: _____

What reason did the claimant give you for his/her actions that led to discharge and why did you not accept this reason? _____

7) Is there a process the employee could have used to appeal this discharge: ☐ Yes ☐ No

If yes did employee avail himself/herself of the process? ☐ Yes ☐ No

What were the results if known? _____

Remember: Does employee have any of the following you need to collect now?

- ☐ Any keys/access cards to the building, desks, file cabinets, etc.
- ☐ Company books, credit cards, computer programs, disks, passwords, etc.

Additional Comments: _____

Eligible for Rehire ☐ Yes ☐ No

Manager's Signature

Date

To ensure accurate processing, please return to Keena Staffing within 7 days.

2 Progress Boulevard Queensbury, NY 12804 Phone: (518) 793-9825, Fax (518) 793-0224