****Termination Form

Termination Documentation

**Use the questions below to document verbal and written warning leading up to the termination of an employee. Attach this completed form to the Employee Status Form on all termed employees.**

From

|  |  |
| --- | --- |
| Administrator Name: | Date: |

Regarding

|  |  |  |
| --- | --- | --- |
| Employee Name: | Facility: | Position: |

|  |  |
| --- | --- |
| 1. What reasons were given to the employee for the discharge? | |
| 1. Was the claimant given warnings, related to the reason for discharge? If so provide specific dates of the warnings. If written warnings where given please provide copies. | |
| 1. If employee was discharged for violation of a company policy or rule, please indicate the specific policy/rule and provide documentation of acknowledgement by employee of receipt of the policy or rule. | |
| 1. Please explain in detail the final incident that resulted in the termination of this employee. | |
| 1. If the employee was discharged due to absences, please provide the following information: 2. Dates of absences in the last 90 days: 3. Was the proper procedure followed in notifying management of these absences? If, no, please explain below: 4. What reason did employee provide for absences? | |
| Signature: | DATE: |