



SEPARATION OF EMPLOYMENT

**** PLEASE CONTACT HR / PAYROLL PRIOR TO ALL TERMINATIONS OR LAYOFFS ****

Advance notice required (48 hours minimum) in order to meet state final pay rules

Employee

Eligible for Rehire Yes No

Resignation (add reason)

Scheduled Last Day

Written resignation attached and/or sent to HR (or note reason below)

Lay Off / Lack of Work

Termination (note reason below)

All documentation, performace notes, final event details sent to HR

PAYROLL USE ONLY

Final Date Worked ____ / ____ / ____

Final Check Due ____ / ____ / ____

Notes:

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Date

Manager Signature

Office Use Only

UKG	
Pacifsource Admin / QE	
Providence	
LifeMap	
Masa/Aflac	
Randall + Hurley	

Send completed form to both HR (Gayle) and Payroll (Rachel) for processing