

Team Member Termination Form

Team Member Name: _____

Last Date Worked: _____

Did the team member decide to leave?: _____

Was the team member fired?: _____

If yes, is there supporting documents? _____

Reason for Leaving:

Is the team member re-hireable? _____

Team Member Signature: _____

Supervisor Signature: _____

Date: _____

Please have the team member sign when they pick up their last check. Please put in the team member file.