



Notice of Employee Separation

Effective Date of Change 02-08-2018 Eligible for Rehire No

Property Name Property name Property Number Property Number

Employee Name Employee Name Job Title Job Title

Reason Code from below (Circle all that apply)

Discharged	Quit	Lack of Work
Refused Instructions	Domestic Obligations	No Light Duty Available
Falsified Applications	For Other Work	Location Closed
Neglect of Duty	Without Notice	Job Eliminated
Misconduct	Job Dissatisfaction	End of Temporary Assignment
Violated Company Policy**	Personal Reasons	End of Seasonal Work
Unexcused Absenteeism	Moved	Lack of Work
Unexcused Tardiness	Other Voluntarily Quit	Property Sold / Loss Mgt
Insubordination	Refused Recall	
Work Quality/ Quantity	Reduced Work	
Shortages / Theft	Schedule	
Dishonesty	Voluntary Retirement	
Refused Work	Not Able / Available	
Violation of Drug / Alcohol Policy	Deceased	
Failed E-Verify		

**What Policy specifically was violated? violated

Additional Remarks remarks Update

(Documentation Available? available update)

Warnings Given? Dates?) dates given

Equipment/Keys Returned? Yes No 2 weeks' notice given? Yes No

Should vacation be paid out? Yes No (If yes, please indicate vacation balance: _____)

Immediate Supervisor's Signature: _____ Date: _____

Senior Manager's Signature: _____ Date: _____

Human Resources Manager's Signature: _____ Date: _____

Notes/Comments: Notes / Comments

Once completed, send to HRNotifications@carrollmg.com