

Earnhardt Management Company

TERMINATION REPORT

Date of Separation \_\_\_\_\_

Employee Name \_\_\_\_\_

PLEASE PRINT LEGIBLY

Earnhardt Location (Store & Dept) \_\_\_\_\_

Reason For Separation:

Voluntary

- No Call/No Show (Abandoned Job)
- Quit for other employment
- Quit without notice
- Quit with notice
- Dissatisfied with Job
- Other (explain)\_\_\_\_\_

Involuntary (Please include detailed comments on ALL involuntary discharges)

- Elimination of Position (Laid off)
- Tardiness/Absenteeism (specify date(s))
- Theft/Dishonest Acts
- Violation of Company Policy
- Unsatisfactory Job Performance
- Other (please explain)

ELIGIBLE FOR REHIRE \_\_\_\_\_ Yes \_\_\_\_\_ No (Please specify reason)

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Charge for unreturned uniforms \$ \_\_\_\_\_

Authorized By \_\_\_\_\_ and \_\_\_\_\_ Date \_\_\_\_\_

SIGN

and

PRINT NAME