



PAYROLL

2101 N. 9th Ave., Pensacola, FL 32503 • Telephone 850 434 6708 • Fax 850 378-5232

EMPLOYER	
LOCATION/STORE #	
MANAGER	

TERMINATION REPORT

UPON TERMINATION OF AN EMPLOYEE, COMPLETE THIS INFORMATION AND FORWARD VIA FAX OR EMAIL.

EMPLOYEE NAME	
SOCIAL SECURITY #	
POSITION:	
1 ST Day Worked	
Last Day Worked	

EXPLANATION: _____

Provide as much detail as possible, i.e., dates of tardiness/absences.
 If available include video clips, texts, email, etc. Attach supporting documentation.

CHECK THE APPROPRIATE CATEGORY/CATEGORIES

VOLUNTARY TERMINATION		INVOLUNTARY TERMINATION	
<input type="checkbox"/>	To accept better salary/job	<input type="checkbox"/>	Excessive Tardiness/Absences
<input type="checkbox"/>	Dissatisfaction with job, salary, duties, hours, etc.	<input type="checkbox"/>	Insubordination – failure to follow instructions
<input type="checkbox"/>	Personal	<input type="checkbox"/>	Unsatisfactory performance
<input type="checkbox"/>	Employee Moved	<input type="checkbox"/>	Within 90-day probationary period
<input type="checkbox"/>	School	<input type="checkbox"/>	Chemical Dependence
<input type="checkbox"/>	Physical/Medical Condition	<input type="checkbox"/>	Incarcerated
<input type="checkbox"/>	Job Abandonment	<input type="checkbox"/>	Theft/Stealing
<input type="checkbox"/>	Transferred to another location	<input type="checkbox"/>	Violation of Company Policy
<input type="checkbox"/>	No Call/No Show	<input type="checkbox"/>	Layoff
<input type="checkbox"/>	Other	<input type="checkbox"/>	Other

PLEASE FORWARD TO ALLSTAFF PAYROLL, ATTENTION: HUMAN RESOURCES

EMAIL: INFO@ALLSTAFFPAYROLL.COM • FAX: 850-378-5232