

Name of Employee _____
Termination Effective Date _____
Supervisor Name _____
Reg. Hours to be paid on final check _____
Vacation Hours to be paid _____

Reason for Termination:

Voluntary Resignation (Check one)

- Secured better position
- Dissatisfied (type of work)
- Dissatisfied (salary)
- Dissatisfied (supervisor)
- Dissatisfied (working conditions)
- Generally dissatisfied
- Retirement
- Returned to school
- Moving out of area
- Family or personal circumstances
- In Lieu of Discharge
- No Reason Given

Involuntary Termination (Check one)

- Absenteeism or Tardiness
- Failure to Meet Performance Expectations
- Insubordination
- Not qualified for the position
- Gross Misconduct
- Dishonesty or Theft
- Job abandonment
- Death
- Other

Lay Off:

Lack of Work Job Eliminated COVID-19

If lay off is due to COVID-19, specify above.

Reason for leaving (Supervisor's statement) _____

Eligible for Re-hire? Yes No

If no, Explain: _____

I have been hired as an at-will employee of MyPEO, which is an employee leasing company.

Upon separation from employment, the former employee must call MyPEO at 850-696-2966. If you make no attempt to contact MyPEO benefits may be denied.

Employee Signature

Date

Supervisor Signature

Date