**Employee Termination Form**

**Instructions:** Supervisors, please complete the Employee Termination Form and email to qti-hrmailbox@tandemhr.com or fax 608-259-6304 prior to the employee’s last day.

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| **Employee Name:**      | **Termination Date:**       | **Last Day of Employment:**      |
| **Company Name:**       | **Termination Form Completed By:**      |

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| **Termination Information:** |
| **Reason:** (add drop down list) | Resignation Letter Received/Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Comments:** |

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| **Separation Payout Information:**  |

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| **If known, indicate whether or not the following should be paid out for this employee…** | **Verified by Tandem HR** |
| **Paid Time / Earned Time Off** | [ ]  Yes [ ]  No  | \_\_\_\_\_ hours | [ ]  Yes Initials: \_\_\_\_\_\_\_ |
| **Vacation** | [ ]  Yes [ ]  No  | \_\_\_\_\_ hours | [ ]  Yes Initials: \_\_\_\_\_\_\_ |
| **Sick Time** | [ ]  Yes [ ]  No  | \_\_\_\_\_ hours | [ ]  Yes Initials: \_\_\_\_\_\_\_ |
| **Other Time Off:**       | [ ]  Yes [ ]  No  | \_\_\_\_\_ hours | [ ]  Yes Initials: \_\_\_\_\_\_\_ |
| **Severance**  | [ ]  Yes [ ]  No  | See agreement for details | [ ]  Yes Initials: \_\_\_\_\_\_\_ |
| **Wages in Lieu of Notice** | [ ]  Yes [ ]  No  | \_\_\_\_\_ hours or $ \_\_\_\_\_\_\_ | [ ]  Yes Initials: \_\_\_\_\_\_\_ |

List any special instructions below. Note: Tandem HR will pay the employee’s wages until their last day of employment unless otherwise noted.

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| **Special Instructions for Tandem HR:**       |

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| **Documentation Attached:** |
| [ ]  Resignation letter (if applicable)[ ]  Documentation that clarifies and supports the termination decision (i.e. written warnings, PIP, incident notes, dates, etc.)[ ]  Severance and/or Separation Agreement[ ]  No documentation attached |
| **Supervisor Signature:** |  |  | **Date:** |  |

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| **QTI HR INTERNAL USE ONLY:** |
| **Comments**: (i.e. separation agreement, rehireability, unemployment insurance information, etc.)      |