

Advance Notice Form for Employee Termination

The **advance notice form** for employee termination is a crucial document used to inform employees about the upcoming end of their employment. This form ensures clear communication and compliance with company policies and legal requirements. Proper use of the form helps maintain transparency and professionalism during the termination process.

Employee Name

Position/Title

Department

Date of Notice

Effective Termination Date

Reason for Termination (optional)

Additional Information / Final Instructions

Employer Signature

(Name & Signature)

Date

Employee Signature

(Name & Signature)

Date