

Prior Notice Form

Employment Termination

Use this **prior notice form sample** for employment termination to ensure proper communication and legal compliance. It clearly outlines the necessary advance notice period and details of the termination.

Employer's Name/Company:

Employee's Name:

Position/Title:

Date of Notice:

Effective Termination Date:

Notice Period (e.g., 2 weeks):

Reason for Termination:

Additional Details or Comments:

Employer Signature:

Date:

Employee Acknowledgement Signature:

Date:

This document serves as a formal prior notice of employment termination. Please retain a copy for your records.

