

Employee Termination Notice Form

Notice: This **printable employee termination notice form** sample PDF provides a clear and professional template to document the end of employment. It ensures legal compliance and helps maintain accurate records for both employers and employees.

Employee Information

Employee Name:

Employee ID:

Position/Title:

Department:

Termination Details

Termination Date:

Reason for Termination:

Explanation/Comments:

Last Day Worked:

Final Pay/Settlement Details:

Property Return Checklist

☐

ID Badge Returned

☐

Office/Building Keys Returned

☐

Laptop/Equipment Returned

☐

Other (Specify in Comments)

Additional Comments/Notes:

Supervisor/Manager Signature:

Date:

Employee Signature:

Date:

Download, print, and customize this form as needed to maintain accurate termination records for your organization.