

# FLORIDA RESOURCE MANAGEMENT EMPLOYEE TERMINATION

---

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

Reason for leaving (Supervisor's statement) \_\_\_\_\_

\_\_\_\_\_

Eligible for Re-hire?                       Yes                       No

If no, Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date