

# FLORIDA RESOURCE MANAGEMENT EMPLOYEE TERMINATION

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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                       COVID-19

**If lay off is due to COVID-19, specify above.**

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

Eligible for Re-hire?                       Yes                       No

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

**I have been hired as an at-will employee of FRM, which is an employee leasing company.**

**Upon separation from employment, the former employee must call Florida Resource Management at (941) 343-6160. If you make no attempt to contact FRM benefits may be denied.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date