



**Employer Information**

Client Company:

**Employee Information**

Employee Name:

Social Security #:

**Reason For Leaving:**

Voluntary Resignation	Temporary Lay-off
90 Day Probationary Period	Permanent Lay-off
Retirement	Left for Another Job
Voluntary Resignation	Tardiness/Absenteeism
Job Abandonment	Medical
Quit with Notice	Personal Issues
Quit without Notice	Move out of Area
Incarcerated	Back to School
Performance	Seasonal/Part-time
Insubordination	Retirement
Misconduct	Positive Drug Screen Test
Walked Off Job	Other: _____

**Please Provide a Detailed Reason for Termination:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Signature** (if applicable) **Date**

\_\_\_\_\_  
\_\_\_\_\_

**Supervisor Signature:** **Date**

\_\_\_\_\_  
\_\_\_\_\_

**Would this employe be recommedned for Rehire?**

Yes  No

**Unemployment/Benefits Required Information**

Yes  No

1. Is there documentation of prior misconduct? If so, please provide.

2. Are there records of tardiness or absenteeism? If so, please provide.

3. Is the employee currently covered under any Prosperity PEO benefit programs?

**Prosperity PEO Use Only**

Received by: \_\_\_\_\_ Processed by: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_