

US Cleaning Professionals, Inc Employment Separation Notice

Employee Name: _____

Employee Number: _____ Last Day Worked: _____ Rate of Pay on Separation: _____

Reason of Separation:

Quit (Check Reason)

_____ Employee Gave 2 Weeks Notice	_____ Employee DID NOT Give 2 Weeks Notice	
_____ Employee found another job	_____ Attending School	_____ No Show/ No Reason
_____ Home Responsibilities	_____ Job Dissatisfaction	_____ Absenteeism
_____ Moving from the area	_____ Health Reasons	_____ Loss of Vehicle
_____ Tardiness/ Fail to show at Scheduled time	_____ Loss of Bank Account	
_____ Other (see notes below)		

Discharged (Check Reason)

_____ Policy & Procedure Violation	_____ Insubordination	_____ Drug /Alcohol Abuse
_____ Poor Job Performances	_____ Written Warnings	_____ Verbal Warnings
_____ Security Problems	_____ Theft Issues	_____ Unprofessional behavior
_____ Other (see notes below)		

Lay Off (Check Reason)

_____ End of Assignment	_____ Seasonal Position	_____ Lack of Work
_____ Loss of Account	_____ Other (see notes below)	

Explanations / Additional Comments:

Eligible for Rehire: _____ Yes _____ No

Completed By:

Name (Print): _____

Position: _____ Date: _____