

Employee separation record

For the manager and HR. About five minutes. This is not the letter to the employee.

Questions marked * need an answer.

The employee

1. Employee's name *

2. Job title *

3. Department *

4. Employment type *

☐ Full-time

☐ Part-time

☐ Casual, temporary or seasonal

The separation

5. Last day worked *

Date

6. Separation date, if different

For example when paid leave runs past the last day worked.

Date

7. Type of separation *

☐ Resignation

☐ Retirement

☐ Dismissal

☐ Layoff or end of contract

☐ Other

8. Main reason given *

Only if "Type of separation" is Resignation or Retirement.

☐ Another job

☐ Moving away

☐ Study

☐ Family or caring responsibilities

☐ Retirement

☐ Personal reasons

☐ Did not say

9. Main reason for the dismissal *

Only if "Type of separation" is Dismissal.

- | | | |
|--|--|--|
| ☐ Conduct | ☐ Performance | ☐ Attendance |
| ☐ Breach of policy | ☐ Did not complete probation | ☐ Unable to return after leave |
| ☐ Other | | |

10. Reason for the layoff *

Only if "Type of separation" is Layoff or end of contract.

- | | | |
|---|--|-------------------------------------|
| ☐ Role no longer needed | ☐ End of a fixed-term contract | ☐ End of season |
| ☐ Not enough work | ☐ Other | |

11. Explain what happened

Facts and dates. Required for a dismissal.

12. Were there earlier written warnings? *

Only if "Type of separation" is Dismissal.

- | | |
|---------------------------|--------------------------|
| ☐ Yes | ☐ No |
|---------------------------|--------------------------|

13. Was notice given?

- | | |
|---------------------------|--------------------------|
| ☐ Yes | ☐ No |
|---------------------------|--------------------------|

14. Resignation letter or supporting documents

For a dismissal, the disciplinary action forms that led to it.
Attach this separately and write what you attached below.

15. Eligible for rehire? *

- | | | |
|---------------------------|--------------------------|------------------------------------|
| ☐ Yes | ☐ No | ☐ Needs review |
|---------------------------|--------------------------|------------------------------------|

16. Why not? *

Only if "Eligible for rehire?" is No.

Final pay and benefits

For payroll.

17. Hours or leave to pay out

Unused leave, overtime or anything else owed.

18. Benefits to end

☐ Health

☐ Dental

☐ Vision

☐ Retirement plan

☐ None

19. Date cover ends

Only if "Benefits to end" is answered and "Benefits to end" is not None.

Date

Equipment and access

20. Items to return

☐ Keys

☐ ID badge

☐ Laptop

☐ Phone

☐ Uniform

☐ Fuel or credit card

☐ Other

☐ Nothing to return

21. Date to switch off system access

Date

22. Forward their work email to

23. Employee's personal email

For the final payslip and tax forms after the work account closes.

Sign-off

24. Completed by (name and role) *

25. Manager's signature *

Signature

Date