

# SEPARATION OF EMPLOYMENT

## Final Check 2024



Employee Name (First, Middle, Last)	Employee Number
Mailing Address for Final Check	Separation Date
City State Zip	Last Day Worked
Final Hours or Check Amount	Job Number

Check here if this is a revision of a previous form

Does the employee have healthcare payroll deductions?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Does the employee have tools, equipment, keys, or a cell phone?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Do you have any injuries?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Does the employee have any uniforms that need to be returned?	NO <input type="checkbox"/>	YES <input type="checkbox"/>

Reason for Separation	
Voluntary	Involuntary
<input type="checkbox"/> Another Job	<input type="checkbox"/> Gross Misconduct
<input type="checkbox"/> Personal Reason/Retirement	<input type="checkbox"/> Violation of Company Policy
<input type="checkbox"/> Relocation	<input type="checkbox"/> Attendance/Tardiness
<input type="checkbox"/> Job Abandonment/Unknown Reasons	<input type="checkbox"/> Performance
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Unprofessional Behavior
	<input type="checkbox"/> Position Discontinued
	<input type="checkbox"/> Lack of Work
	<input type="checkbox"/> Other: _____

### EMPLOYEE STATEMENT

I, \_\_\_\_\_ The undersigned understand my employment with **Simply Right Inc.** has been terminated as of: \_\_\_\_\_ (Last day worked). I understand the reason for my termination of employment is:

I am unaware of any injury or illness incurred here at **Simply Right Inc.** that I have not reported. The final check I am receiving is the entire amount owed me and there are no further wages or commissions due. I have no further claims or disputes with **Simply Right Inc.**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This signed separation form was e-mailed to the office on: \_\_\_\_\_

By: \_\_\_\_\_

Once finished, send completed form to: [~Separations@simplyrightinc.com](mailto:~Separations@simplyrightinc.com)