

Employee Termination Report

Date of archiving	Archived By	Termination Date
2017-10-28	hr@abc.com	28/10/2017 15:43:13

Personal Detail:

First Name	Last Name	Address
TeamLeader	Test	
Personal Ph.	Email of coverage	
	teamleader@abc.com	

Performance Review:

Date	Reviewed By	Review Rating	Comments
-------------	--------------------	----------------------	-----------------

Leave Request:

From	To	Last Update Date	Status
-------------	-----------	-------------------------	---------------