

Employee Termination Report

Date of archiving	Archived By	Termination Date
2017-10-25	hr@abc.com	28/10/2017 17:45:41

Personal Detail:

First Name	Last Name	Address
Employee	Test1	
Personal Ph.	Email of coverage	
	employee@abc.com	

Performance Review:

Date	Reviewed By	Review Rating	Comments
25 Oct,2017	TeamLead Test		
25 Oct,2017	TeamLead Test		