

# Employee Termination Report

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Date of archiving	Archived By	Termination Date
2017-10-28	hr@abc.com	28/10/2017 18:48:03

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## Personal Details:

First Name	Last Name	Address
Personal Ph.	Email of coverage	
	president@abc.com	

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## Personal Documents:

Document Name	Is Template	Uploaded By
experience.pdf	Yes	hr@abc.com
experience.pdf	No	hr@abc.com

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## Disclosures:

Document Name	Type	Uploaded By
experience.pdf	Unsigned	hr@abc.com
experience.pdf	Signed	hr@abc.com

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## Performance Reviews:

Date	Reviewed By	Review Rating	Comments
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## Leave Requests:

From	To	Last Update Date	Status
17 Oct,2017	17 Oct,2017		initial

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## Issues:

Title	Description	Date	Solved By
Title	Description	26 Oct,2017	TeamLeader Test

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## Exams:

Exam Date	Exam Team	Subject	Passed?	Marks Obtained
27 Oct,2010	TeamA	Subject1	Yes	130