**TERMINATION**

**TERMINATION HISTORY** (View Only)

Below details should be a table view

* Name of the Employee
* Type of Termination
* Cause of Termination
* Date of Termination

**REQUEST TERMINATION**

Below should be a form view

* Type of Termination - Resignation/Retirement
* Reason for Termination
* Planned date for leaving
* Attach Termination letter

Should be sent to Department head & Forwarded to HR Manager if the department head has approved the request

**ADD TERMINATION RECORDS**

Termination records should be added and below information should be there in the form

* Name of the Employee
* Employee Number
* Type of Termination
* Cause of Termination
* Exit Interview (Form Attachment)
* Disciplinary Procedures/Actions
* Legal status
* Attachments

**RESPOND TO TERMINATION REQUEST**

If Resignation Request

Plan discussion with Employee – Time, Venue, Individuals

If Retirement should able to view the below details

* Date of appointment
* Duration of Employment
* Date of Retirement
* Company Policy on Retirement
* Legal issue-Status