

## TERMINATION NOTICE

Date: \_\_\_\_\_

Employee name: \_\_\_\_\_

Position: \_\_\_\_\_

Social security number: \_\_\_\_\_

The above named employee has been terminated from employment with [*company name*] effective: \_\_\_\_\_

Reason(s) for termination:

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Manager's signature: \_\_\_\_\_ Date: \_\_\_\_\_