Fresh Direct TERMINATION AND SEPARATION NOTICE & EQUIPMENT DOCUMENT

CDADATION	Effective Data	Last Day March		
EPARATION		Last Day Worked		
	on: (WRITTEN RESIGNATION		•	
Resignation W	ITH (2 week) Notice	☐ Resignation WITHOUT	Notice	
ERMINATION	Effective Date	Last Day Worked	d	
eason for Term	ination: (MUST BE ACCOMP	ANIED BY SUPPORTING DO	OCUMENTATION- se	ee Documentation Checklist)
 □ Breach of Confidentiality □ Failure to Follow Co Pol & Procedures □ Falsification of Document □ Job Abandonment □ Mishandling Co Property/Funds □ Poor Attendance □ Refusal to Follow Direct Order 		☐ Theft ☐ Unable to provide valid work authorization ☐ Violation of Drug & Alcohol Policy ☐ Violation of Harassment Policy ☐ Violation of I.T. Computer User Policy ☐ Violation of Sexual Harassment Policy ☐ Violation of Workplace Violence Policy		☐ Elimination of Position☐ Layoff — Staff Reduction☐ Poor Job Performance
Other (Must given	ve explanation below)			
] Keys	☐ Dept Issued Equipment	☐ Lock	Uniforms	☐ Cell Phone/Blackberry
	☐ Employee ID Card	☐ Petty Cash	☐ Parking Tags	☐ VPN Token
] Laptop	Linployee ib cara			
	Disable Computer Access	☐ Other (descril	oe)	
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