



## Down to Earth Employee Termination Notice

Submit this form via email to [offboarding@down2earthinc.com](mailto:offboarding@down2earthinc.com) Please see checklist on page 2.  
This form is for internal use ONLY, do not provide copy of notice to employee.

### Employee Information

Employee Name:		Branch/ Dept:	
Employee ID #:		Manager:	

### Type of Termination

☐ Voluntary ☐ Involuntary Termination Date: \_\_\_\_\_

### Reason for Termination

☐ Performance Violation ☐ Position Elimination ☐ Better Opportunity  
☐ Other Employment with Higher Salary ☐ Other: \_\_\_\_\_

### DTE Termination Check List

#### DTE Systems Deactivation:

☐ NetSuite ☐ Aspire ☐ HubSpot ☐ Stampli ☐ CustomerLink ☐ ADP  
☐ SharePoint ☐ Zoom ☐ Design Software License ☐ Other: \_\_\_\_\_

#### DTE Property Collection:

☐ Computer ☐ DTE Vehicle / Keys ☐ DTE AMEX / Fuel Card ☐ Other: \_\_\_\_\_

### Aspire Purchase Order (PO) Closeout Review

**Note:** Branch Managers are responsible for reviewing open PO's that are tied to terminating employees to ensure they are properly closed out.

a. Have open POs been closed or reassigned? Yes \_\_\_\_\_ No \_\_\_\_\_

b. POs in question have been escalated to Regional Leader for review and resolution:

Yes \_\_\_\_\_ No \_\_\_\_\_ Dollar amount \$ \_\_\_\_\_

### DTE Email Address

Employee's DTE email address will have an autoreply and will be cancelled after 3 months. Please list name and phone number of person to be contacted instead of terminated employee:

### Signature

Manager Completing this form:

Date

Witness Signature (if applicable for involuntary terminations)

Date

**Notes:** If employee has any questions, concerns, comments regarding pay stubs or accessing pay documents such as W2s please have them contact **MyLife Advisors at (855)547-8508**. If employee needs to get in contact with HR Department for any other reason, please have them send an email to [hr@down2earthinc.com](mailto:hr@down2earthinc.com).



## OFFBOARDING SALARY EMPLOYEES CHECK LIST

- ☐ **ADP:**
  - Process employee termination on ADP.
- ☐ **Offboarding form:**
  - Fill out the Employee Termination form and email it to [offboarding@down2earthinc.com](mailto:offboarding@down2earthinc.com) – The current form can be found in SharePoint in the Employee portal/HR folder.
- ☐ **AMEX (if applicable):**
  - Ask the employee to print out a copy of the AMEX report.
  - Make sure all receipts are in Aspire and expenses are accounted for.
  - Any unjustified expenses must be notified via email to Finance and Payroll to be deducted from the last paycheck.
  - Collect the AMEX and destroy the plastic.
- ☐ **ASPIRE:**
  - Review open POs tied to the employee and ensure they are properly closed out.
- ☐ **DTE Property:**
  - Collect the computer and the power cord. Mail it to the Maitland office.
  - Collect DTE Vehicle and keys, if applicable.
  - Collect fuel card, if applicable, and destroy the plastic.