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| Employee Name:  Position Title:  Date of Termination:  Last day Worked: |
| Method of Termination:  - mutual agreement  notice by employers  - resignation  summary  - other (provide details):  Reason for Termination: (Please attach copies of any statements, investigation details)      Name of Officer/Manager: (Who acted to terminate employment)      Comments: |
| Payments made on termination $ Date Paid  Wages  Annual Leave  Long Service Leave  Notice  Severance Pay (if applicable)  Other |

**RECORD OF EMPLOYEE TERMINATION**