



**Termination Notice/Removal From Payroll**

**Name of Employer:** \_\_\_\_\_

**EMPLOYEE PROFILE**

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Termination Date: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_

Did the employee give Notice?      Yes      No  
            If so, what date was notice given?

**REASON FOR TERMINATION**

Resignation	Discharge	Layoff/Other
Accepted Another Job: <input type="checkbox"/>	Attendance/Punctuality: <input type="checkbox"/>	Lack of Work: <input type="checkbox"/>
Dissatisfaction with Job: <input type="checkbox"/>	Falsification of Documents: <input type="checkbox"/>	Position Eliminated: <input type="checkbox"/>
Dissatisfaction with Mgmt.: <input type="checkbox"/>	Insubordination: <input type="checkbox"/>	Plant/Store Closure: <input type="checkbox"/>
Health/Illness: <input type="checkbox"/>	Misconduct: <input type="checkbox"/>	Reduction in Workforce: <input type="checkbox"/>
Job Abandonment: <input type="checkbox"/>	Poor Work Quality: <input type="checkbox"/>	Reorganization: <input type="checkbox"/>
Moving out of the Area: <input type="checkbox"/>	Theft: <input type="checkbox"/>	Other: <input type="checkbox"/>
Personal Reasons: <input type="checkbox"/>	Violation of Rules/Policies: <input type="checkbox"/>	Other: <input type="checkbox"/>
Unknown Reason: <input type="checkbox"/>	Unsatisfactory Job Performance: <input type="checkbox"/>	Other: <input type="checkbox"/>

**INFORMATION FOR FINAL PAYCHECK**

Send Check to:      Name/Attention: \_\_\_\_\_  
    Address: \_\_\_\_\_  
    City/State/Zip \_\_\_\_\_

Send Check via:      Regular Mail:       Date: \_\_\_\_\_      Enclosed with Payroll as usual:       Date: \_\_\_\_\_

**COMMENTS**

\_\_\_\_\_  
 \_\_\_\_\_

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*\*Please call Payroll Perfection at 801-722-5239 for the guidelines on when an employee must receive their last check depending on if they resigned or were discharged. Utah employees that are discharged must be paid within 24 hours (including weekends AND holidays).**