

I. EMPLOYEE INFORMATION

Form section I containing fields for employee name, ID, department, and supervisor information.

II. REASON(S) FOR TERMINATION

Form section II containing fields for termination reason codes (C0, E0, D0, F0) and corresponding descriptions.

IMPORTANT NOTE:

Text block providing important information regarding the termination process and employee responsibilities.

III. TRANSFER EMPLOYEE

Form section III containing fields for transfer details, including employee name and supervisor information.

NOTICE TO EMPLOYEE

Text block containing the supervisor's name and contact information for the employee's notice.

IV. SIGNATURES

Form section IV containing signature lines for the employee and supervisor.

Form section V containing fields for document attachments, with checkboxes for YES/NO.

Form section VI containing a checklist of items to be checked, with checkboxes for YES/NO.