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| <input type="checkbox"/> Delavan Ford | <input type="checkbox"/> Mt. Carroll | <input type="checkbox"/> Morrison | <input type="checkbox"/> Woodstock |
| <input type="checkbox"/> Delavan Chevy | <input type="checkbox"/> Macomb | <input type="checkbox"/> Q- Honda | <input type="checkbox"/> Truck & RV |
| <input type="checkbox"/> Elkhorn GM | <input type="checkbox"/> Sterling Ford | <input type="checkbox"/> Q - Hyundai | <input type="checkbox"/> Kunes Mgmt. |
| <input type="checkbox"/> Elkhorn CDJR | <input type="checkbox"/> Sterling CDJR | <input type="checkbox"/> Monmouth | |
| <input type="checkbox"/> Antioch | <input type="checkbox"/> Oregon | <input type="checkbox"/> Stoughton | |

Employee Termination/Resignation Form

Employee Information

Employee Name: _____ Date: _____
Employee ID: _____ Job Title: _____
Manager: _____ Department: _____

Reason for Termination:

☐ Voluntary Resignation ☐ Involuntary Termination ☐ Other

Reason/Description: _____

Final Compensation Information: (To Be Completed by Office Manager)

Regular Pay to be on Final Check: _____ Date of Final Check: _____ Vacation/Other Paid Due: _____

Supervisors Statement:

Employees Statement:

Eligible for Re-Hire? **YES** **NO**

If no,
Explain: _____

Completed Exit Interview with General Manager? **YES** **NO**

Acknowledgement of Termination/Resignation

Employee Signature *Date*

Manager Signature *Date*

Witness Signature (if employee understands warning but refuses to sign) *Date*