

# Separation Notice for Misconduct

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date of Notice: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Effective Separation Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Reason for Separation

~ Violation of company policies

~ Insubordination

~ Unethical conduct

~ Other (please specify): \_\_\_\_\_

## Description of Incident(s)

---

---

---

---

---

## Relevant Policies Violated

---

---

## Manager Comments

---

---

\_\_\_\_\_  
Supervisor / Manager  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
Employee  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_