

A&R FOOD SERVICE CORPORATION
REPORT OF EMPLOYEE SEPARATION/TERMINATION

Employee Name: _____

Location: _____ Position: _____

Date of Termination: _____ Eligible for Rehire? Yes No

Voluntary

Involuntary

Another Position

Attendance Issues

Personal Reasons

Violation of Company Policy

Relocation

Lay Off

Retirement

Reorganization

Return to School

Elimination of Position

Other _____

Other _____

Comments regarding the separation/termination: _____

Was any documentation received from the employee (e.g. doctor's notes,
letter of resignation, etc.)? Yes No

Was this documentation signed and dated by the employee or other issuing party?

Yes No

Please attach any documentation received to this form

Manager's Signature

Employee's Signature