



TERMINATION REPORT AND CHECKLIST

Please complete all items on this report. Please send completed report to HR@MissionYogurt.com ASAP.

***THE TEAM MEMBER ACTION LOG FILE MUST BE TURNED IN WITH THIS PAGE

SECTION A: TEAM MEMBER INFORMATION

Employee Name: _____

Type of Termination: _____

Manager Filing Report: _____

Last Day of Paid Work: _____

Store: _____

Today's Date: _____

SECTION B: NON-VOLUNTARY TERMINATION *Must be filled out for check to be issued*

Reason For Termination: (Check All That Apply)

- Time and/or Attendance Issues
- Failure to Meet Job Requirements/Standards
- Refusal to Follow Directions/Insubordination
- Violation of Company Policies/Code of Conduct
- Violation of Health and/or Safety Rules
- Rude and Offensive Behavior
- Discrimination and/or Harassment
- Theft
- Other (Must Specify Below)

Detailed Explanation of Termination:

PAYROLL ONLY

- Benefits: _____
- Badge Deposit: _____
- Tracking #: _____
- Positive Pay: _____

Badge Turned In: _____

Total Hours To Be Paid: _____

Send Check To Address (or Airport Location)
*Must be physical location

Mngr Signature: _____

SECTION C: VOLUNTARY TERMINATION

Reason For Voluntary Termination:

Eligible for Re-Hire: _____

Explanation for Re-Hire Decision:

Final Pay Period Hours: _____

Badge Turned In: _____

Mngr Signature: _____

Send Check To Address (or Airport Location)

SECTION D: HUMAN RESOURCES USE ONLY

Benefits: _____

Transit Benefit ID Verified: _____

Terminated in ADP: _____

If YES, Cobra Process Date: _____

Type of Benefits

