



**Statement of Termination**

<b>Employee Name:</b>	
<b>Address:</b>	

**Dismissal Details:**

	Exceed Expectations	Met Expectations	Needed Improvement
<b>Attendance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Attitude</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Capability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Efficiency</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments and reason for dismissal:</b>			

**Termination Details:**

<input type="checkbox"/> <b>Resignation</b>	<input type="checkbox"/> <b>Dismissal</b>	<input type="checkbox"/> <b>Other</b>
<input type="checkbox"/> Better position elsewhere <input type="checkbox"/> Financial reasons <input type="checkbox"/> Location <input type="checkbox"/> Lack of job satisfaction <input type="checkbox"/> No job progression <input type="checkbox"/> Disagreement with manager <input type="checkbox"/> Personal reasons <input type="checkbox"/> Health reasons <input type="checkbox"/> Moving into own business <input type="checkbox"/> Other:	<input type="checkbox"/> Unsatisfactory performance <input type="checkbox"/> Unsatisfactory attitude <input type="checkbox"/> Excessive unauthorised absence <input type="checkbox"/> Disagreement with management <input type="checkbox"/> Misconduct <input type="checkbox"/> Breach of Company policy <input type="checkbox"/> Health reasons <input type="checkbox"/> Other:	<input type="checkbox"/> Abandoned employment <input type="checkbox"/> Mutual agreement <input type="checkbox"/> Retirement <input type="checkbox"/> Deceased <input type="checkbox"/> Retrenched <input type="checkbox"/> Temporary job completed <input type="checkbox"/> Transfer <input type="checkbox"/> Other:

<b>Signed:</b>	<b>Date:</b>
Employee	
Employer	
Witness	