Separation/Termination of Employment Policy template

1. Purpose
The purpose of this policy is to outline the procedures for separating or terminating employment with our company. It is important for both the employee and the company to understand the process and expectations during this transition period.

2. Notification
Employees who are separating or being terminated from employment will be notified in writing by their supervisor or HR representative. The notification will include the reason for the separation, effective date, and any relevant information regarding benefits and final pay.

3. Exit Interview
All employees who are separating from the company will be required to participate in an exit interview. This interview provides an opportunity for the employee to provide feedback on their experience with the company and for the company to gather valuable information for improvement.

4. Return of Company Property
Employees who are separating from the company are required to return all company property, including but not limited to keys, access cards, laptops, and any other equipment or materials. Failure to return company property may result in deductions from the final paycheck.

5. Benefits and Final Pay
Employees who are separating from the company will receive information regarding their final paycheck, benefits continuation options, and any other relevant information. It is important for employees to understand their rights and responsibilities during this process.

6. Confidentiality
All information regarding the separation or termination of employment is considered confidential and will be handled with the utmost discretion. Employees are expected to maintain confidentiality regarding the circumstances of their separation.

7. Compliance
This policy is in compliance with all relevant federal, state, and local laws regarding the separation and termination of employment. Any questions or concerns regarding this policy should be directed to the HR department.

Sources:

– Society for Human Resource Management (SHRM): https://www.shrm.org/

– U.S. Department of Labor: https://www.dol.gov/