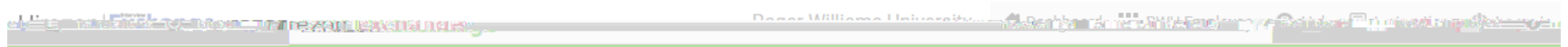


How to Create a Termination/Separation Form





Click on 'Start New Form'



HR

Start New Form

Department: Human Resources

Category: Interview

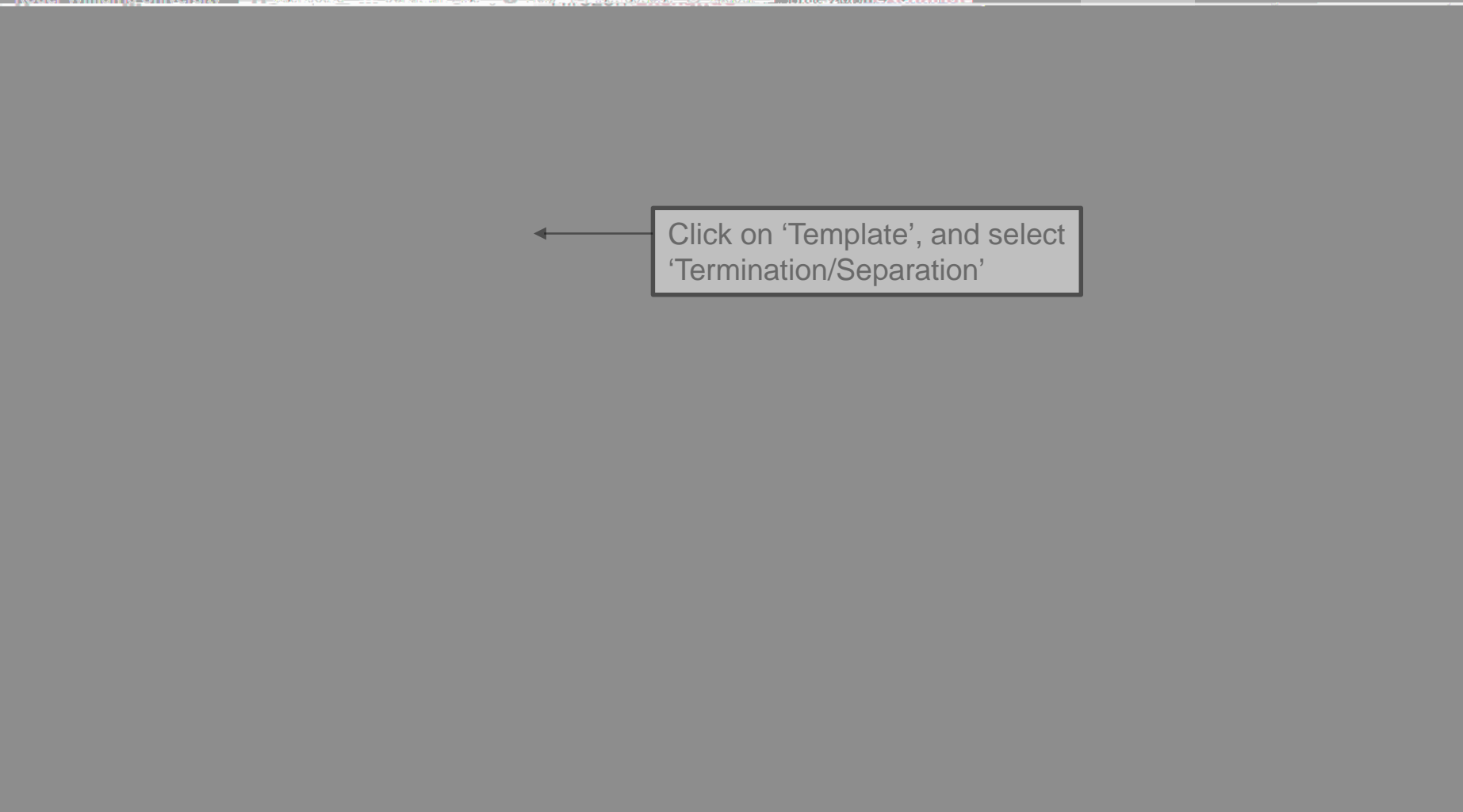
Template: Interview

Title: Interview

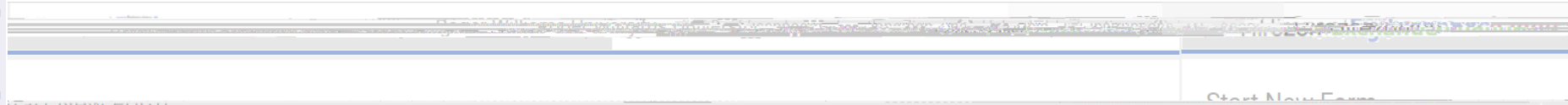
...

Click on 'Department', and select desired department





← Click on 'Template', and select 'Termination/Separation'



Start New Form

Department: Human Resources

Category: Personnel Records

Employee Name:

Termination/Seperation:

Termination Date:

← Enter Employee's Name

Start New Form

Start New Form

Department: Human Resources

Category: Personnel Records

Template: Termination/Separation

Template: Termination/Separation

← Click 'Create Form'

Hirezon

Enter Name Here

Guests | All tasks

Form ID: 3037

Termination/Separation Form

Jonathan Zins

* Termination/Separation Form

Termination/Separation Form

Click
'Termination/Separation
Form'

Please attach letter of resignation here.

Choose File No file chosen

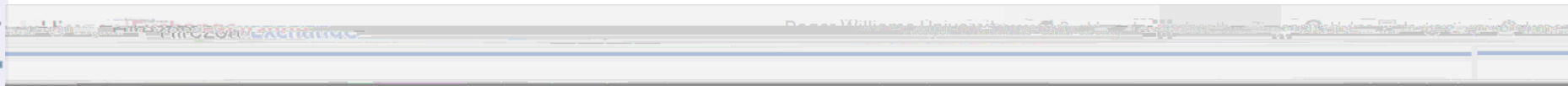
Optional File Comment (description, etc.)

Save

Discussions

Close

Send Feedback



Complete form



Enter Name Here

Enter Name Here

Form ID: 98230a...

Save All Tools

Click 'Save & Submit'

7/19/2016 1:50:15 PM

Enter Name Here

Form ID: 30370

Click 'Continue'

Form ID: 30370

Guests All Tasks

Termination/Separation Form

Jonathan Zins

Termination/Separation Form

Termination/Separation Form

Please attach letter of resignation here:

Choose File No file chosen

Optional File comment (description, etc)

Save

Discussions

Upload letter of resignation

Send for Next Action

