



# Cameron University

## Termination Form

All termination forms, including supporting documents are to be submitted to the Director of Human Resources **prior** to termination for review and concurrence.

<b>Employee Name:</b>	<b>Job Title:</b>
<b>Department:</b>	<b>Supervisor:</b>
<b>Date:</b>	

**Reason for termination** (violation of company policy or unsatisfactory attendance/performance/behaviors):

**Prior discussion or warnings on this subject** (verbal/written, dates):

**Employee Comments:**

Signing below does not mean an agreement to the above statements on termination but is an acknowledgment of receipt of this form.

Employee Print: \_\_\_\_\_ Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Print: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*CC: Appropriate Vice President  
Human Resources Director*