

Employee Termination Policy

PURPOSE

[Company Name] has a policy of handling employee terminations professionally and with minimal disturbance to the workplace, including both voluntary and involuntary terminations and terminations due to the death of an employee.

SCOPE

In the event of a probable separation of employment, this employment termination policy applies to all future or current workers of the company.

AT-WILL EMPLOYMENT

Employment with [Company Name] is voluntary, and the employee or [Company Name] may terminate it at any time, with or without cause, and with or without notice. Nothing in this policy should be construed to contradict, remove, or affect the employment-at-will status of [Company Name] personnel in any way.

VOLUNTARY TERMINATIONS

When an employee delivers a written or verbal notice of resignation, including intent to retire, to his or her supervisor, or when an employee is absent for three consecutive working days from work and fails to contact his or her supervisor, a voluntary termination of employment occurs (job abandonment).

Procedures

1. Employees must give a minimum of two weeks' notice of their intention to leave their position. The employee should give his or her management written notice of his or her resignation.
2. When an employee resigns, the management notifies the human resource (HR) department by delivering a copy of the resignation letter as well as any other relevant information (e.g., the reason for leaving, the final day of work).

Employee Dismissal Law Forms And Procedures

G Thomas



Employee Dismissal Law Forms And Procedures:

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