



# CAPE GIRARDEAU PUBLIC SCHOOLS

301 NORTH CLARK AVE • CAPE GIRARDEAU, MO 63701 • PHONE: 573-335-1867 • FAX 573-335-1820

## Termination/End of Employment Form

*Complete form and submit to Human Resources*

Employee Name: \_\_\_\_\_

Termination Date: \_\_\_\_\_ *(same as last day worked)*

Position: \_\_\_\_\_

Department: \_\_\_\_\_ Building: \_\_\_\_\_

**Reason for Ending Employment:**

Resigned       Terminated       Retired

Available for Re-Hire in the Future: \_\_\_\_\_ *(Yes or No)*

Comments:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*Supervisor: send all original employee documents to Human Resources for employee's permanent file including reviews, write-ups and/or discipline issues, with this form.*

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To be completed by Human Resources

Last Payroll: \_\_\_\_\_ Update SISFIN: \_\_\_\_\_ Schedule Exit Interview: \_\_\_\_\_