

Pro Turf Lawn Service & Pro Pest Termination Report

This report is to be completed immediately by the appropriate supervisor upon termination of an employee.

Employee Name: _____

Job Title: _____

Last Date Worked: _____

Termination Date: _____

Reason for Termination: _____

Voluntary

Involuntary

- Obtained Alternate Employment
- Personal Reasons
- Relocation
- Retirement
- Other _____

- Attendance
- Violation of Company Policy
- Lay Off
- Position Eliminated
- Other _____

If separation was voluntary, was adequate notice given? Also indicate date that notice was given and attach the letter of resignation if one was provided.

If employee was involuntarily terminated--provide details regarding the decision to terminate. Include applicable information regarding attendance, misconduct, and important dates. Also include dates of contact with employee regarding the termination.

Termination check list:

1. Cancel to Code 5 all Pro Turf and Pro Pest free applications for employee/family. Completed by: _____
2. All Company property returned. Initial applicable items returned. Make note of any items still needing returned.

All Uniforms and Sales shirts	
Phone/Walkie Talkie	Customer Lists
Clipboards/Production Boxes	Sales Supplies
PT/PP Manuals	Keys--office/vehicle/etc.
Tablet	Gas Cards

Equipment: Spreader Aerator Verticutter Measuring Wheel B&G cans Etc.

Signature of Supervisor: _____ Date: _____