

Termination Reason Guide

Reason	When to Use
Abandoned Job	The employee walks out during their shift.
Attendance	The employee has accumulated 10+ attendance violation points. <u>This should ONLY be used if the employee has prior attendance-related write-ups in their file.</u>
Death	The employee has passed away.
Internship Completed	The employee was an intern, and the internship ended.
Misconduct	The employee violated a company policy that is stated in the company handbook.
No-show	The employee did not call out nor show up for their shift.
None	DO NOT USE
Performance	The employee was a low performer and had been coached several times before. <u>This should ONLY be used if the employee has prior performance-related write-ups in their file.</u>
Personal	The employee voluntarily resigned, citing personal reasons.
Reduction in Force	The employee was laid off due to a lower need for labor.

Reason	When to Use
Resignation	The employee voluntarily resigned.
Retirement/Early Retire	The employee retired from the workforce.
Return to College	The employee is a student and went back to college.
Transferred Out	DO NOT USE