

**Stephens Pipe & Steel, LLC Employee Separation Report**

Name of Employee \_\_\_\_\_ Employee # \_\_\_\_\_

Department \_\_\_\_\_ Position \_\_\_\_\_ Shift \_\_\_\_\_

Branch/Division: **KENTUCKY** \_\_\_\_\_ Supervisor \_\_\_\_\_

Hire Date \_\_\_\_\_ Termination Date \_\_\_\_\_ Last Day Worked \_\_\_\_\_

**Details of Separation**

Resignation \_\_\_\_\_ Discharge \_\_\_\_\_

Reason(s) for resignation or discharge  
\_\_\_\_\_  
\_\_\_\_\_

Eligible for Rehire    yes \_\_\_\_\_    no \_\_\_\_\_

**Company Property/ Equipment Returned**

Keys \_\_\_\_\_                      Tools \_\_\_\_\_                      Safety Equipment \_\_\_\_\_

Radio \_\_\_\_\_                      Uniforms \_\_\_\_\_                      Jacket \_\_\_\_\_

**Final Pay**                      Date Payable \_\_\_\_\_                      Total Payable \_\_\_\_\_

Regular Pay                      Yes \_\_\_\_\_ No \_\_\_\_\_                      Total Hours \_\_\_\_\_

Vacation Pay Due                      Yes \_\_\_\_\_ No \_\_\_\_\_                      Total Hours \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Additional Comments  
\_\_\_\_\_  
\_\_\_\_\_

I wish to state that I have no claims or grounds for any claims against my employer based on my time of employment with Stephens Pipe & Steel, LLC.

**Former Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_ Personnel Dept. \_\_\_\_\_

**OFFICE USE ONLY**

**Payroll Dept:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_