



End of Employment Form – Manager Submission

This form must be completed by the manager immediately following an employee's separation from GES. The purpose is to document accurate information for future reference, rehire decisions, and process improvement.

Employee Information

Employee Name: _____

Position: _____

Department: _____

Manager Name: _____

Last Day Worked: _____

Separation Details

Type of Separation:

- ☐ Voluntary (Resigned)
- ☐ Involuntary (Terminated)
- ☐ Job Abandonment (No Call / No Show)

Was notice given?

- ☐ Yes (2+ weeks)
- ☐ Yes (Less than 2 weeks)
- ☐ No

Reason for Separation

(Provide detailed explanation)

Disciplinary History

Any write ups during employment?

- ☐ Yes ☐ No

If yes, summarize:

Rehire Eligibility Recommendation



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- ☐ Eligible for Rehire
- ☐ Eligible with Conditions
- ☐ Not Eligible for Rehire

Explanation (Required):

Manager Acknowledgment

I confirm that the above information is accurate to the best of my knowledge.

Manager Signature: _____

Date: _____