

Dallas-Ft. Worth

Tropic Island Pools

Central Billing Address:

1179 East Dove Road
Southlake, TX 76092

Residential

Cleaning, Repairs, Installs

Lic.# 1017

Toll Free
1-877-730-7665

www.tropicislandpools.com

Termination Form

Employee Name: _____

Social Security Number: _____

Last Day Worked: _____

Recommended for Rehire?

☐ Yes

☐ No

REASON FOR TERMINATION:

☐ Violated Company Policy

☐ Insubordination

☐ Unexcused Absence

☐ Negligence of Duties

☐ Misconduct

☐ No Work Available

☐ Not Performing Work Assigned

☐ Resignation

☐ Other

☐ Not Abiding by Safety Policy

☐ Tardiness

Explanation (Attach any current or prior documentation):

Cite all reprimands, disciplinary actions, or warnings that lead to termination:

List all witnesses who know about termination and what they know:

FINAL PAY:

☐ Regular Pay

Total Hours _____ or \$ _____

☐ Earned Vacation Pay

Total Hours _____ or \$ _____

☐ Severance Pay

Total Hours _____ or \$ _____

☐ Holiday/Other Pay

Total Hours _____ or \$ _____

Employee Signature _____

Date _____

Employee Name (Print) _____

Supervisor Signature _____

Date _____