



THE ALASKA CLUB

Notice of Termination

When you are given notice of termination, we must pay the employee on their **last day of work**. Involuntary terminations must be turned in before or the day of termination. If you receive no notice, the employee will be paid as part of the regular pay cycle.

Fill out this form and scan with final hours/commissions and termination letter to Kate Helsel. Send originals via courier only if NOT scanned.

Name	
Position	
Date of notice if given by Employee	(Attach any relevant back up documentation)
Last day worked	
Date of termination	
Reason for termination	
Should the employee's file be maintained for any reason? *Electronic files include: Email, OneDrive, and Home Drives	Consider any of the below: Is this a key position or salaried employee? Is there any known concerns about the employee? Any other reasons to retain their files? Yes No
Eligible for rehire?	Yes No
Final check to be	Mailed or Direct Deposit with next regular payroll (approved by employee)
Employee signature	
Supervisor signature	
Management signature	

Uniform turned in	Yes No
Description	
Date	
Accepted by	

Your club membership will automatically be canceled unless otherwise requested. Revised 03.24.2022