



# Staffing Solution

## TERMINATION LETTER

On terminating your employment with Staffing Solution,  
please complete the below fields.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

FORWARDING ADDRESS: \_\_\_\_\_

DATE OF LAST SHIFT: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

IF FOR ANOTHER JOB, WHERE? \_\_\_\_\_

In your time working for Staffing Solution is there any constructive comments that you would like to give to us? \_\_\_\_\_

\_\_\_\_\_

Rate Staffing Solution:



*Thank you for your time working with our company, we wish you the best of luck with  
your future*