



# Termination Notice

To: Heat & Frost Insulators Union Local #118  
 FAX 604-877-0926 • PHONE 604-877-0909 • insulators@insulators118.org

## CORPORATE INFORMATION

<b>Contractor</b>		<b>Contractor Address</b>	
<b>Job Site</b>	<b>Phone</b>	<b>Email</b>	

## EMPLOYEE INFORMATION

<b>First Name</b>		<b>Last Name</b>				
<b>Employee No.</b>	<b>Employee Address</b>	<b>Rehire</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Last Day Worked</b> <table border="1"> <tr> <td>MM</td> <td>DD</td> <td>YR</td> </tr> </table>	MM	DD	YR
MM	DD	YR				

## REASON FOR TERMINATION

**Lay off**     Job Complete     Reduction in Workforce     Job Cancelled  
 Fired     Quit     See Comments

**Discharge**     Refusal to follow instructions     Too slow     Absentee     Under the influence of drugs or alcohol  
 Other – explain below

## VOLUNTARY QUIT

Dissatisfied     Seeking other job     Personal Reasons     Other – explain below

## CONTRACTOR REPRESENTATIVE

<b>Name</b> (please print)	<b>Date</b> (MM/DD/YR) <table border="1"> <tr> <td>MM</td> <td>DD</td> <td>YR</td> </tr> </table>	MM	DD	YR
MM	DD	YR		
<b>Signature</b>				