

**ATLAS RESOURCES, INC.
EMPLOYEE TERMINATION SUMMARY**

EMPLOYEE NAME (LAST, FIRST, MIDDLE):	CLIENT NAME & NUMBER:
SOCIAL SECURITY & EMPLOYEE #:	LAST DAY WORKED: (Unemployment Purposes)

Please check one:

VOLUNTARY QUIT

- To seek other employment
- To accept other work
- Dissatisfaction with job
- Change of residence
- To attend school
- Personal reasons
- To be married
- Home duties
- Voluntary retirement
- Illness
- Pregnancy
- Lost means of transportation
- Never showed up or called
- Failed to return from leave
- No reason given
- Other (explain below)

DISCHARGE

- Refuse to follow instructions
- Broke company rule
- Absenteeism (give dates)
- Tardiness (give dates)
- Improper conduct
- Dishonesty
- Discourtesy to customer
- Falsified application
- Drinking on job
- Other misconduct

OTHER

- Laid off (insufficient work)
- Disability (if job related, explain below)
- Normal Retirement
- Unsatisfactory performance
- Other reasons
- Medical leave of absence
- Military service

NOT TERMINATED

- Leave of Absence (*Please provide a Return to Work Date, if possible*)

Details (if Any):

WOULD REHIRE

WOULD NOT REHIRE

Supervisor Signature: _____ Date: _____

Final check dated:	Received by:
Check #:	Amount: \$
Employee Signature:	

Please fill in accordingly and fax or mail to us ASAP!

**ATLAS RESOURCES, INC.
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Toll free (800) 460-2283**