SEPARATION AND FINAL-PAY REVIEW WORKSHEET

UNSIGNED WORKING DRAFT. Review the reported facts and any overdue duties before issuing an employment-ending notice. A continuing employment relationship, disputed jurisdiction or separate proposal does not establish a final discharge.

Employer: Example Company, Employer office in Idaho. **Employee:** Jordan Example, Mailing address in Oregon. **Primary work jurisdiction:** TX. **Other work and employment circumstances:** Documented employment facts supplied by the preparer. **Reported separation or proposed change date:** November 3, 2026. **Final-wage deadline entered by the preparer:** 2026-11-03. **Actual or planned pay date:** 2026-11-03. **Amount and breakdown entered:** $1,300.00. Documented employment facts supplied by the preparer. **Remaining actions, any late tender and separate notices:** See the wage-law timing and tender record. Documented employment facts supplied by the preparer.

State final-pay and separation record

This record is an unsigned worksheet. The entered pay date, classification or notice facts need further review. Preserve actual missed dates and identify the correction.

WITHOUT CAUSE EMPLOYMENT TERMINATION LETTER • LEGALFORMS.COM • SAMPLE