**NOTICE OF EMPLOYEES SEPARATED FOR CAUSE**

This is to certify that the employees listed below were separated for cause from our company in compliance to the prescribed due process by Philippine Labor Laws for reasons specified below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Employee(Last, First Middle) | Position Title | GEL Classification | Reason for Dismissal | Effective Date of Separation | Date of Board Approval |
|  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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 Signature over printed name Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employer’s Company Name

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** FOR PAGCOR USE ONLY**

Received by: Date received:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature over printed name

Authorized for posting by: Date signed:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature over printed name

Action Taken: Date: By:

 Posted in Database \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_