



## Termination Notification

Section 1, Section 2 and Section 4 are mandatory. Section 3 is to be completed only in cases of uncommon termination.

*Section 1:*

This serves as notification that \_\_\_\_\_ employed by \_\_\_\_\_:

- Was terminated for common / uncommon (*circle one*) circumstances.
- Has terminated his/her employment.
- Was transferred.
- Has completed airport project.

This action is effective: \_\_\_\_\_ at \_\_\_\_\_.  
Date Time

*Section 2:*

Employee returned the following to \_\_\_\_\_ (supervisor name):

Badge #: \_\_\_\_\_ Key #: \_\_\_\_\_ Date: \_\_\_\_\_

Parking Hang Tag or Parking Decal #: \_\_\_\_\_ Date: \_\_\_\_\_

*Section 3:*

In cases of *uncommon termination*, please complete the following:

As set forth in Section 8.4 of the Pensacola Gulf Coast Regional Airport Security Program, I certify this form is written notification following a telephone call placed by:

\_\_\_\_\_ on \_\_\_\_\_.  
Name Date

*Section 4:*

\_\_\_\_\_ Date  
Authorized Signature

**\*\*\*\*\* FOR AIRPORT BADGING OFFICE USE ONLY \*\*\*\*\***

Badge #: \_\_\_\_\_ Key #: \_\_\_\_\_  
 Date returned: \_\_\_\_\_ Date returned: \_\_\_\_\_  
 Parking Hang Tag / Decal #: \_\_\_\_\_ Date returned: \_\_\_\_\_