

G L E N D O R A
EMPLOYMENT
 AGENCY INC
 ESTABLISHED 1956

End of Assignment Notification

Assigned Employee Name:		Social Security Number:	
Current Address:		City, Zip Code	
Current Phone:		Last Day Worked:	
Reason for End of Assignment			
<input type="checkbox"/>	Voluntary Quit to accept full time employment with _____	Effective Date of Hire:	
	(New Employer Name)		
<input type="checkbox"/>	Voluntary Quit for the following reasons:		
<input type="checkbox"/>	Assignment Ended (Reason Given):		
<input type="checkbox"/>	Terminated (Reason Given):		
<input type="checkbox"/>	Other:		
Final Paycheck and W-2 instructions			
<input type="checkbox"/>	I would like to collect my final paycheck in person.		
<input type="checkbox"/>	Continue to use the Direct Deposit on file. (I understand that my final payment of wages may be delayed due to federal banking laws that govern ACH transmittals)		
<input type="checkbox"/>	Mail my end of year W-2 to the address listed above		
<input type="checkbox"/>	Mail my end of year W-2 to the following address:		
Address:		City, State, Zip Code:	
I understand should my address change prior to the end of the calendar year, it is my responsibility to contact Glendora Employment Agency, Inc. with the current mailing information. Should I falter, I understand there may be a delay in the timeliness of receiving my W-2.			
The above facts are forthright and truthful to the best of my knowledge.			
Employee Signature:		Date:	