



PENSACOLA International Airport

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 International Airport Security Program, I certify this form is written notification following a telephone call placed by:

_____ on _____.
Name Date

Section 4:

Authorized Signature Date

FOR AIRPORT BADGING OFFICE USE ONLY

Badge #: _____	Key #: _____
Date returned: _____	Date returned: _____
Parking Hang Tag / Decal #: _____	Date returned: _____