# What Are The Four Kinds of Employee Separation?

Some organizations may outline many more than four types of employee separation, but generally, employee separations can be divided into these categories:



## **Voluntary Termination**

A person chooses to leave their job for another one.



# **Involuntary Termination**

A company ends a person's employment, usually on a long-term or permanent basis.



#### Retirement

A person chooses to remove themselves from the workforce.



## Layoff

A company ends a person's employment, potentially on a temporary basis.



# **Manual Hr Separation Process**

**Vo-Tong Xuan, Vernon E. Ross** 

#### **Manual Hr Separation Process:**

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