

# 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:



1

## Voluntary Termination

A person chooses to leave their job for another one.



2

## Involuntary Termination

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



3

## Retirement

A person chooses to remove themselves from the workforce.



4

## Layoff

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



# Manual Hr Separation Process

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