

Company:

Name of the employee

Personnel number

Details of termination/dismissal

| | |
|---|--|
| Employment relationship was terminated/ended or conclusion of the termination agreement on | |
| Employment relationship was terminated as of | |
| Termination/dismissal by | <input type="checkbox"/> employer <input type="checkbox"/> employee/official, Employer would not otherwise have terminated or would not have terminated at the same time <input type="checkbox"/> employee/official, Employer would have terminated at the same time <input type="checkbox"/> Termination agreement, Employer would not otherwise have terminated or would not have terminated at the same time <input type="checkbox"/> Termination agreement, Employer would have terminated at the same time <input type="checkbox"/> By law or collective agreement |
| Method of service of notice of termination | <input type="checkbox"/> personal <input type="checkbox"/> by mail |

Relevant notice period of the employer

| | | |
|-------------------------------------|---|---|
| Notice period | value (number) | <input type="checkbox"/> calender days <input type="checkbox"/> business days <input type="checkbox"/> weeks <input type="checkbox"/> months |
| Reference date of the notice period | <input type="checkbox"/> At the end of the week <input type="checkbox"/> At the 15th of the month <input type="checkbox"/> At the end of the month <input type="checkbox"/> At the end of the quarter <input type="checkbox"/> Without fixed end <input type="checkbox"/> At the end of the half year <input type="checkbox"/> At the end of the year | |

Additional information in case of exclusion of termination

| | | |
|---|------------------------------|-----------------------------|
| Statutory/collective agreement exclusion of ordinary termination | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Temporally unlimited exclusion of ordinary termination | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Termination subject to time limit despite unlimited exclusion of ordinary notice of termination | <input type="checkbox"/> yes | <input type="checkbox"/> no |

Personnel questionnaire – termination

Company:

Name of the employee

Personnel number

Additional information in case of termination / dismissal by the employer

| | | | | | |
|---|------------------------------|-----------------------------|---|------------------------------|-----------------------------|
| Termination was in writing | <input type="checkbox"/> yes | <input type="checkbox"/> no | Termination for operational reasons | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Employee has filed an action for unfair dismissal | | | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> uncertain | | |
| Termination due to conduct in breach of contract | <input type="checkbox"/> yes | <input type="checkbox"/> no | Date of previous warning for breach of contract on: | | |

Further information on termination / dismissal

| | | | |
|--|---|------------------------------|-----------------------------|
| Additional termination agreements | | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Social selection was made | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Not applicable because dismissal/termination for personal reasons | | |
| Examination of social selection by: | Number or name of the employment agency: | | |
| Employer would have given notice if employee had not resigned | at: | to: | |
| Ordinary termination is permitted by (collective) agreement only against payment (severance pay, compensation) | <input type="checkbox"/> yes | <input type="checkbox"/> no | |
| Prerequisites for termination with notice for good cause exist or would have existed without special (collectively agreed) contractual notice of termination | <input type="checkbox"/> yes | <input type="checkbox"/> no | |

Payments upon resignation / benefits upon termination of employment

| | |
|---|---|
| Payments or entitlement to benefits upon termination of the employment relationship | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> uncertain |
| Reason for uncertainty | <input type="checkbox"/> Entitlement to remuneration disputed <input type="checkbox"/> Entitlement to remuneration unclear <input type="checkbox"/> Settlement not yet completed <input type="checkbox"/> Other claims |

Payments upon withdrawal / benefit payment

| | |
|--|---|
| Remuneration paid beyond the employment relationship | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> uncertain |
|--|---|

Personnel questionnaire – termination

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The salary continues to be paid until:

Payments upon resignation / vacation compensation

| | |
|--|---|
| Compensation for vacation in the event of termination of the employment relationship | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> uncertain |
| Unused vacation days | |
| If the vacation had been taken following the employment relationship, it would have lasted until / vacation compensation would have been paid until: | |
| Amount of vacation compensation | |

Payments upon resignation / severance payments

| | |
|--|---|
| Payment of severance pay upon termination of the employment relationship | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> uncertain |
| Amount of severance payment paid | |
| Severance pay is up to 0.5 monthly salary for each year of employment | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Payment of severance pay would also have been made in the event of termination by employer | <input type="checkbox"/> yes <input type="checkbox"/> no |

Payments upon resignation / early retirement benefits

| | |
|---|---|
| Early retirement benefits or comparable benefit upon termination of the employment relationship | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> uncertain |
| Start of early retirement benefit | |
| Amount of early retirement benefit (as a percentage of gross pay) | |

Payments upon resignation / additional information to the certificate of employment according to § 312a SGB III

| | |
|---|---|
| Waiver of claims arising from the employment contract | <input type="checkbox"/> Severance pay/discharge compensation <input type="checkbox"/> Entitlement to remuneration beyond the end of the employment relationship <input type="checkbox"/> Compensation for vacation due to termination of employment relationship |
|---|---|

Personnel questionnaire – termination

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limitation / information in the case of fixed-term employment relationships

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|--|--|-----------------------------|
| Employment relationship limited | <input type="checkbox"/> indefinite <input type="checkbox"/> temporary <input type="checkbox"/> for a specific purpose | |
| Written conclusion of the fixed-term employment contract | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Fixed term employment contract to | | |
| Conclusion of employment contract on | | |
| Renewal employment contract last on | | |
| Extension of employment contract last until | | |
| Temporary employment intended for at least 2 months, with prospect of continued employment | <input type="checkbox"/> yes | <input type="checkbox"/> no |

Accepting certificates electronically (Bea)

The employee objects to the electronic transmission of employment and secondary income statements to the Federal Employment Agency

Date

signature