



## TERMINATION OF OUTSIDE EMPLOYMENT

TO: \_\_\_\_\_  
**Department Director**

FROM: \_\_\_\_\_  
**Name of Employee** \_\_\_\_\_ **Title** \_\_\_\_\_ **Department** \_\_\_\_\_

I no longer have employment outside of my position with of Margate with the  
below company:

Name of Firm: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
**Department Head**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
**Human Resources Director**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Employee**