

# Mechanical Contracting Services, Inc.

1318 Underwood Rd. Ste. 110  
La Porte, TX 77571

Telephone: 281-479-6200  
Fax: 281-479-7575

## Separation Notice

Employee Name: \_\_\_\_\_

Last Day Worked: \_\_\_\_\_

Reason for Separation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Client Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Client Contact Number: \_\_\_\_\_