

# Separation Notice

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Complete this form upon separation of an employee and send it to Human Resources.

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Name of employee \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_ Department \_\_\_\_\_

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Position Held \_\_\_\_\_ Last day worked \_\_\_\_\_

## Reason for Separation (Circle applicable items)

### Voluntary Resignation

- Better opportunity
- Relocation
- Retirement
- Dissatisfaction with job
- Attend school
- Job abandonment
- Pregnancy
- Failed to return from leave
- Home duties/family obligations
- Job closer to home
- Own accord/personal
- Military service
- Marriage
- Graduated
- Transportation difficulties
- Failed to report or call in
- Career change
- Other voluntary:

### Involuntary/Discharge

- Unsatisfactory performance
- Position eliminated
- Misconduct/dishonesty/insubordination
- Excessive tardiness/absenteeism
- Deceased
- Health condition/disability
- Forced retirement
- Forced resignation
- Under influence of intoxicants/drugs
- Other involuntary:

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Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

# Separation Notice

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Upon separation of an employee, the supervisor should complete and return this form to Human Resources along with:

1. Payroll Authorization indicating "termination"
2. Resignation letter

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Name of employee \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_ Department \_\_\_\_\_

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Position Held \_\_\_\_\_ Last day worked \_\_\_\_\_

## Department Checklist

- \_\_\_\_\_ Resignation letter received; attach copy to this form
- \_\_\_\_\_ Office and desk keys returned to supervisor
- \_\_\_\_\_ Uniform/equipment returned to supervisor
- \_\_\_\_\_ University ID card returned to Cashier's Office
- \_\_\_\_\_ Parking lot card returned to Cashier's Office
- \_\_\_\_\_ American Express card returned to Comptroller
- \_\_\_\_\_ Faculty Club key returned to Human Resources

## Reason for Separation (Check all items that apply)

### Voluntary

- \_\_\_\_\_ Dissatisfaction with job
- \_\_\_\_\_ Relocation
- \_\_\_\_\_ Retirement
- \_\_\_\_\_ Home duties/family obligations
- \_\_\_\_\_ Job closer to home
- \_\_\_\_\_ Job abandonment
- \_\_\_\_\_ Failed to return from leave
- \_\_\_\_\_ Career change
- \_\_\_\_\_ Military service
- \_\_\_\_\_ Transportation difficulties
- \_\_\_\_\_ Attend school
- \_\_\_\_\_ Own accord/personal
- \_\_\_\_\_ Better opportunity

### Involuntary

- \_\_\_\_\_ Unsatisfactory performance
- \_\_\_\_\_ Misconduct/dishonesty/insubordination
- \_\_\_\_\_ Excessive tardiness/absenteeism
- \_\_\_\_\_ Violation of drug-free workplace/substance
- \_\_\_\_\_ Abuse prevention policy
- \_\_\_\_\_ Health condition/disability
- \_\_\_\_\_ Deceased
- \_\_\_\_\_ Position eliminated

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Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_