

# SEPARATION NOTICE

TO: HUMAN RESOURCES

FROM: \_\_\_\_\_  
(please print name)

I hereby submit my notice of termination to be effective as of \_\_\_\_\_.

Reason:

Resignation

Retirement

Other

Conference with Human Resources requested:

Yes

No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

School/Department: \_\_\_\_\_

Date: \_\_\_\_\_

## FOR HUMAN RESOURCES USE ONLY

1<sup>st</sup> date of employment: \_\_\_\_\_

Termination date: \_\_\_\_\_

Board approval date: \_\_\_\_\_