



### Employee Departure Checklist – Release Form

Employee name:..... Employee Number:.....  
Department / College:..... Telephone:.....  
Date of Contract Termination:..... E-mail:.....  
Reason for Leaving:.....

#### For Faculty and Administrative Staff Use

	Department	Personnel in Charge	Date	Signature
1.				
2.	Information Technology Services			
3.	Qatar's Public Library			
4.	Men's Library			
5.	Women's Library			
6.	Business Operations:			
	- Material Management Unit			
	- General Services			
	- Security and Safety Unit			
7.	Housing Department			
8.	Finance Department			
9.	Human Resources Department			

#### For Faculty Staff Use Only

10.	College of Education /Education Resources Office			
11.	Office of Research			
12.	Office of Faculty and Instructional Development			

For HR Use Only: .....