

# Termination/Separation Notice

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

Employee Position: \_\_\_\_\_

Primary Location: \_\_\_\_\_

Supervisor/Dept. Head: \_\_\_\_\_

Termination Conditions:  Dismissal  Non-Renewal\*  
 Resignation\*\*  Job Abandonment  
 Retirement  Other: \_\_\_\_\_

\* In the case of non-renewal this form must be completed and turned into the HR Office 45+ days before the expiration of the employees contract.

\*\* Please attach signed resignation letter.

Last Date of Employment: \_\_\_\_\_

Contract or LOA Expiration Date: \_\_\_\_\_

Employee is Eligible for Rehire:  Yes  No

Turned in Keys to Supervisor:  Yes  No

----- Administrative Authorization -----

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**President Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

----- Inner Office Information -----

Vacation Leave \_\_\_\_\_ (# of hours to be paid)

Stipulations regarding vacation leave (if any):

Stipulations regarding final payroll (if any):

Date Rec'd in HR Office: \_\_\_\_\_

Date Rec'd in Payroll: \_\_\_\_\_