

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 st date of employment:	_____
Termination date:	_____
Board approval date:	_____