**Student**

**Name:**       **ID#**

Student Job Title:

Department:       Budget #:      -6160

Supervisor:

Did the student work in the assignment? [ ]  No [ ]  Yes If yes, what was their last day?

**Reason for Termination or Resignation:**

[ ]  Supervisor terminated employee / for all termination issues (performance, disciplinary or other), the supervisormust follow documented disciplinary action procedures and file a copy of the “*Student Employment Disciplinary Notification*” form(s) with the Payroll Office.

[ ]  Student declined position / did not work at all; does not accept the job offer

[ ]  Student resigned position / withdrew from Messiah University.

[ ]  Student resigned position / graduated mid-year.

[ ]  Student resigned position / has conflict with an academic program (e.g. internship, study abroad).

[ ]  Student resigned position / simply no longer wanted the job.

[ ]  Student resigned position / other reason:       .

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| --- |
| Comments by student:       |

By signing below, I hereby give notice of voluntary resignation of employment for the reason(s) listed above, or I am hereby acknowledging that I am being terminated from the position.

Student Employee Signature:

**The Following is *FOR SUPERVISOR USE ONLY*.**

1. The student gave the required two-week notice: [ ]  Yes [ ]  No
If no, did you waive the two-week notice requirement?: [ ]  Yes [ ]  No

2. Would you rehire the student employee?: [ ]  Yes [ ]  No

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| Comments by supervisor:       |

Supervisor Printed Name Supervisor Signature Date

***(When completed please return to the Student Employment Coordinator, Box 3010)***