MESSIAH COLLEGE

PAYROLL OFFICE

Student Employment Resignation/Termination Form

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 supervisor must 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 College.
☐ 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: _____.

Comments by student:

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

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

Comments by supervisor:

Supervisor Printed Name _____ Supervisor Signature _____ Date _____

(When completed please return to the Student Employment Coordinator, Box 3011)