TO:       DATE:

1. I,       , with full knowledge that continuing work is available to me, hereby give notice of voluntary termination of employment. My last day of work will be:       .

2. I am resigning for the following reason(s).

|  |
| --- |
|  |

3. An exit interview may be scheduled with a Human Resources representative if desired. Please return your I.D. card, keys, uniforms or other University property to your supervisor. *I understand that my failure to return one or more of the above items may result in applicable fees and I hereby authorize for any fees to be deducted from my remaining paycheck(s).*

Employee Signature

Title:

Department:

ID#

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**FOR SUPERVISOR USE**

1. A final performance evaluation for the above employee HAS/HAS NOT been forwarded to the Human Resources & Compliance Office.

2. Rehire:  YES  NO

3. Comments:

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  |  |
| Supervisor Signature |  | | Date |

***(When completed please return to Human Resources)***