



SEPARATION NOTICE

Employee Name

The above-named employee has been terminated from employment, last day of work is

Resignation Letter (attached) Involuntary Termination Graduation (Students Only)

Reason for Resignation

Is employee eligible for rehire

Yes

No

If NO, please provide explanation

Has employee returned all Company-owned Property?

Cell Phone Pager Laptop/computer keys Clothing

Accrued Vacation Balance

Department Supervisor Signature

Date

Department Head Signature

Date