



## TERMINATION NOTICE

**Important for FACULTY**, to be done **before** their last day:

**Leaving:** please reassign any courses in the course schedule that they will no longer be teaching

**Transitioning to adj, 0 Td [02 Tc 0.005 Tw 0.253 0 Td [(t)-6.3]Department:**

### Reason for leaving this position:

Voluntary (**Please attach resignation letter**)     For Cause     Laid Off     Disability     Job Abandonment

Leave of Absence. Expected Return:

Transfer to another department. Department name (if known):

**Immediate** (no break in service) transition to non-regular position (e.g. Temp, Student, and Contract): Please submit appropriate paperwork a minimum of 2 weeks prior to the end of this termination date to ensure appropriate processing. If we do not receive any continuation paperwork by 2 weeks after the termination date, **all access will be ended.**

Retirement (check one box below)

Continuing in a paid/unpaid (**circle one**) capacity. P