

Request to Terminate an Employee: Please complete fields below

EMPLOYEE INFORMATION	
First Name/Last Name:	
UFID:	
Empl Rec # (if known):	

TYPE OF TERMINATION:	Choose One
OPS or STAS:	End Temporary Job

TEAMS:		
please include letter of retirement	Retirement	
please include letter of resignation	Resignation	
requires 45 days advanced notice	Time Limited	
requires 45 days advanced notice	Lay Off	
requires 90 days advanced notice	Non-Renewal	

Termination Effective Date:	
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Notes:
