



University of Colorado  
Colorado Springs

**Student Employment Office**

Cragmor Hall, Room 104  
1420 Austin Bluffs Parkway  
Colorado Springs, CO 80918

**Phone:** 719-255-3454

**Email:** stuemp@uccs.edu

**Web:** www.uccs.edu/stuemp

## Student Employee Termination Notice

Date:

Dear

This document serves as notice that your student employment position with the University of Colorado Colorado Springs as a \_\_\_\_\_ in the \_\_\_\_\_ has been terminated effective \_\_\_\_\_.

Either party, employer or employee, may end employment at any time. A work study employee who's position is terminated during the semester may not get another work study job that semester.

\_\_\_\_\_  
*Supervisor Name*

\_\_\_\_\_  
*Supervisor Signature*

\_\_\_\_\_  
*Reports to Position #*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Dept. Approver Name*

\_\_\_\_\_  
*Approver Signature*

\_\_\_\_\_  
*Date*

Effective Date:

Employee ID #:

Name:

Position #:

Student Assistant Level:

Student ID #:

Action Reason:

Pay Rate:

Department #:

Reason for Termination:

**Student Employment Office Only:**

\_\_\_\_\_  
*Entered by:*

\_\_\_\_\_  
*Date:*

\_\_\_\_\_  
*Approved by:*

\_\_\_\_\_  
*Date:*

