



Student Employee Termination Notice

Date:

Dear

This document serves as notice that your student employee 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:

Name:

Working Title:

Action Reason:

Department #:

Reason for Termination:

Employee ID #:

Position #:

Student ID #:

Pay Rate:

Job Code:

Student Employment Office Only:

Entered by:

Date:

TBT Number (e.g. TBT0012345)

