

TERMINATION NOTIFICATION FORM

- Send copies of the completed form to CDes HR and CDes Payroll as soon as possible after notification of resignation is received.
- With terminations, form should be completed by the time termination notice is given to the employee.

EMPLOYEE INFORMATION:

Employee Name:	Employee ID Number:	
Employee Work Unit:	Employee Title:	Position #:

LAST DAY OF CDES EMPLOYMENT:***Reason:**

- ☐ Resignation ☐ Retirement ☐ Layoff/Non-renewal ☐ Other: _____
☐ Involuntary Termination ☐ Did not complete I-9 process by end of first appointment date

New Employing Organization:

If transferring within the University – Name of the new college or unit & department:

☐ *University policy requires employees work on the last day of actual employment

☐ Required Documentation:

- **Resignations/Retirements:** Signed letter of resignation from the employee is required for all positions with the exception of Adjunct, and Graduate and UG student appointments. Please include with copy provided to CDes HR.
- **Layoff/Non-renewal/Involuntary terminations:** A termination or non-renewal letter signed by the hiring manager is required. Please include with copy provided to CDes HR.

AUTHORIZATIONS (verifies above is correct and complete as possible):

Hiring Authority or Dept Administrator's Signature	Date:
Appropriate Dean, Dept. Head, Unit Director's Signature (not required for student positions or voluntary terminations)	Date:

HR Director's signature is not required for adjunct, intermittent P&A instructional staff, and graduate and undergraduate student appointments.

HR Director's Signature (verifies conformance with U of M/CDes HR policies)	Date:
HR Director's Comments:	

cc: CDes Personnel File, Financial Services Team

HIRING AUTHORITY ACTIONS:

- ☐ Complete Exit Checklist and send to Dept Administrator and CDes HR.
- ☐ Ensure Department Administrator notifies CDes IT to cancel server access.
- ☐ Notify CDes HR to conduct Exit Interview. *This is in addition to the Hiring Authority's own conversation outlined in the Exit Checklist.*
- ☐ Complete Termination Form and send it to CDes HR and Finance.
- ☐ Send to CDes HR the signed letter of resignation, non-renewal, or termination letter.