
Departmental/divisional personnel staff processing personnel actions may complete this form and keep it in the departmental personnel file for the employee.

Effective Date of Separation _____

Separating Employee's Name _____

Employee ID _____

College / Department _____

For all EPA and SPA 12-month employees, the following documents **must** be sent to HRIM:

- Letter of Resignation / Retirement (does not apply to contract expirations)
- December Monthly Breakdowns (last 5 years)
- Annual Appraisals (last 3 years) - SPA only

For all 9-month contract employees, the following documents **must** be sent to HRIM:

- Letter of Resignation / Retirement
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Additional Resources:

- [Separation Clearance Checklist](#)
- [Asset Tracking Form](#)