

**University of Connecticut**  
**EMPLOYMENT SEPARATION FORM**

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**IMPORTANT:**

This form is used by all University employees except those on Special Payroll and Graduate Assistants. It must be completed and returned to the Payroll Department, Unit 2111 at least 2 weeks before the employee's last day of work.

The following person will be leaving employment at the University as indicated below:

Name:

Title:

Department:

Employee#:

PC#:

Last Date Worked:

Last Date Paid Through:

**SEPARATION REASON:** *(Attach Resignation Letter or Other Documentation)*

- Took Other University Position – Department:
- Transfer to Other State Agency -
- Non-Renewal of End-Date
- Retirement
- Layoff
- Resignation
- Other (Please Specify) -

Contact Person:

Phone #:

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*Authorized Signature*

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*Date*

Distribute copies to:

Original:  
Payroll, Unit 2111  
Copies:  
Dean or Director