

Human Resources

(Check as appropriate)

Date

Initial

Comments:

Letter of Separation/Retirement rec'd			
Verify final wages/payout/withholdings			
Exit Interview scheduled			
Benefits Review			
Notice to Business Office			
Notice to Bookstore			
Notice to IT			
Notice to Security			
Notice to Fitness Center			
Forwarding address rec'd			
other			

Human Resources Representative's Signature _____ *Date* _____