



WALLA WALLA COMMUNITY COLLEGE

Employee Separation Notification Form

Directions: Please fill out this form in addition to your resignation letter. This information will assist HR in providing you with appropriate information upon your transition.

EMPLOYEE NAME:	PERSONAL EMAIL:
POSTION TITLE:	EMPLOYEE ID#:
DEPARTMENT:	SUPERVISOR:
*Last Day of Employment:	Last physical day in the Office (if different):

REASON FOR SEPARATION:

Retirement - I would like to meet with HR to review my retirement options. Yes No
 Voluntary Resignation
 End of Contract/Assignment
 Other: _____

I will be working at another WA State agency: No Yes, location: _____

<p>I WOULD LIKE INFORMATION ON:</p> <p>Health Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>VEBA <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Leave Transfer/Cash Out <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Other: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> I have updated my personal information in WarriorLink in order to continue to receive future communications regarding W-2, payroll, etc.</p> <p> <input type="checkbox"/> Forwarding address <input type="checkbox"/> Personal email address </p> <p>HR will contact you regarding an exit interview.</p> <p>Additional comments or questions:</p> <p>_____</p> <p>_____</p>
--	---

Signature: _____

Date: _____

<p>HR Use Only:</p> <p>Employee has been provided the following information:</p> <p> <input type="checkbox"/> PEBB Form <input type="checkbox"/> Leave Cash Out <input type="checkbox"/> Other: _____ <input type="checkbox"/> Exit interview scheduled <input type="checkbox"/> Retirement Meeting scheduled (if applicable) </p> <p>Action completed:</p> <p> <input type="checkbox"/> HR Off-Boarding Form <input type="checkbox"/> HR Notification sent <input type="checkbox"/> Benefits Terminated <input type="checkbox"/> If Supervisor, complete the “Supervisor Change Procedures” </p>
--