

The University of Houston System requires employees to submit a written, signed notice of voluntary resignation to the immediate supervisor at least two weeks prior to the effective date of separation stating the reason(s) for the resignation.

It is the employee's responsibility to return all university property to the department or facility including all borrowed materials, identification cards, tools, uniforms, equipment, credit cards, training manuals, all keys, and pay any outstanding fines. **Failure to return university property or the removal of university property may be construed as theft and appropriate legal action may be taken if the property cannot be recovered. You must obtain the signatures listed below indicating clearance.** This completed form must be brought to Human Resources (B2537) or emailed to humanresources@uhcl.edu to obtain final clearance.

<input type="checkbox"/> Faculty <input type="checkbox"/> Staff	Last Name:	First Name:	
Employee ID:		Last Day on Payroll:	
Department:	Preferred Telephone:	Preferred Email:	
Mailing Address:			
Are you a Concur Travel Approver? Yes No If yes, provide alternate approver:			

Department Instructions: Please sign and date your respective area if cleared. If not cleared, note exception in the space provided

Primary Department: All obligations to the department have been satisfied. Employee must turn in all devices, laptops and cellular phones. Has completed all leave requests. Has turned over all business-related files, email messages and/or other electronic communications to the supervisor.	Authorized Signature: _____	Date: _____
	Exceptions:	
Finance (North Office Annex): Employee has turned in Pcard, completed travel expenses and paid any balances, if applicable. Email AVPBusOps@UHCL.edu for signature.	Authorized Signature: _____	Date: _____
	Exceptions:	
Computing (B2300): Employee has returned all equipment and access has been changed. Email SupportCenter@uhcl.edu for signature.	Authorized Signature: _____	Date: _____
	Exceptions:	
UHCL Police (700 Bayou Road East): Employee has returned all keys and access cards and has paid any outstanding fees. Email Locksmith@uhcl.edu for signature.	Authorized Signature: _____	Date: _____
	Exceptions:	

EMPLOYEE SIGNATURE: _____ Date: _____

Human Resource Office use ONLY:

HR Signature: _____	Date: _____
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