

The University of Houston System requires employees to submit a written, signed notice of voluntary resignation or retirement 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, library books, 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. **After securing all required signatures, the completed form must be brought to Human Resources (B2537) 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 transferring to another state agency? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where?			

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 wireless devices, laptops and cellular phones to the department. 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:	
Library: B2402 Employee has returned all outstanding books and materials and has paid any outstanding fines. Email David Palmer: PalmerD@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:	
Police: UHCL PD, 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: _____

SEPARATING DEPARTMENT SUPERVISOR: _____ DATE: _____

Human Resources Office use ONLY

Finance Clearance Email

HR Signature:	Date:
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