

Employee Separation Form

Employee Name:

Employee ID:

Separating from all UTA positions?

Yes

No

If no, which position(s)
should be ended?

Last Day Worked:

Reason For Separation: (Select One)

Voluntary

Involuntary

Job Abandonment

Conduct

Non-UT Retirement

End of Assignment

Resign – Better Opportunity

Loss of Eligibility

Resign – Better Pay

Performance

Resign – Personal/Other

Reduction in Force

Resign – Relocation

Transfer to Another TX Agency

Additional Information Regarding Separation: