



Cherwell Ticket #

Student Employee Termination Notice

Date:

Dear

This document serves as notice that your student employee position with the University of Colorado Colorado Springs as a _____ in the _____ has been terminated effective _____.

Either party, employer or employee, may end employment at any time. A work study employee who's position is terminated during the semester may not get another work study job that semester.

| | | | |
|------------------------|-----------------------------|------------------------------|-------------|
| <i>Supervisor Name</i> | <i>Supervisor Signature</i> | <i>Reports to Position #</i> | <i>Date</i> |
|------------------------|-----------------------------|------------------------------|-------------|

| | | |
|----------------------------|---------------------------|-------------|
| <i>Dept. Approver Name</i> | <i>Approver Signature</i> | <i>Date</i> |
|----------------------------|---------------------------|-------------|

| | |
|-------------------------|----------------|
| Effective Date: | Employee ID #: |
| Name: | Position #: |
| Working Title: | Student ID #: |
| Action Reason: | Pay Rate: |
| Department #: | Job Code: |
| Reason for Termination: | |

| Student Employment Office Only: | | |
|--|--|---|
| <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Entered by:</i> | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>Date:</i> | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>TBT Number (e.g. TBT0012345)</i> |

