

**EMPLOYEE RESIGNATION / RETIREMENT FORM**

*If you would like to talk to someone in Human Resources before completing this form, please let your unit HR Contact know. For UIS employees, contact campus HR at 217-206-6652. For University Administration employees, contact ER/HR at 217-333-2600.*

Name: \_\_\_\_\_ UIN: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Last day of work: \_\_\_\_\_

**Contact Information for future correspondence:**

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Reason for Leaving (please check one):**

Resignation

Retirement

Transferring to another University unit

Unit that you're transferring to: \_\_\_\_\_

Unit Contact Information:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Please return completed form to your department HR representative.

University Administration employees should return the form to  
Employee Relations and Human Resources at [erhr@uillinois.edu](mailto:erhr@uillinois.edu).