

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.