**Instructions:** Return this form to Human Resources: J.C. Kellam 360, fax 512.245.1942 or email to [hr@txstate.edu](mailto:hr@txstate.edu).

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee Name: | | |  | | Texas State ID # | | |  | | Net ID |  |
| Job Title: |  | | | Department: | | |  | | | | | |
| Last Day Worked: | |  | | | | Separation Date: | | |  | | |

|  |
| --- |
| Forwarding mail address: |

|  |  |  |  |
| --- | --- | --- | --- |
| Forwarding email: |  | Phone # |  |

**Please check the primary reason for leaving:**

* Retirement
* End of contract, grant, project or temporary position
* To attend school
* No longer enrolled in school or graduated
* Location or transportation issues
* Child care or elder care
* Personal or family health
* Self-employment
* Relocation
* Personal reasons
* Enter military

**To accept another job with:**

* Better pay or benefits
* Opportunity for advancement
* State of Texas agency or public institution of higher education (no break in service)

|  |  |  |  |
| --- | --- | --- | --- |
| New agency or institution: |  | Start Date: |  |

**Dissatisfaction with:**

* Supervisor
* Co-workers
* Required travel
* Work hours
* Job duties
* Professional development opportunities
* Working conditions/environment
* Resignation – no reason provided

|  |
| --- |
| **Your feedback is important. Please provide more detail in the space below:** |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature: |  | Date: |  |