



### Employment Termination Form

No approvals required. Please send the employee's original letter of resignation along with this form to the Human Resources department at HumanResources@cabrini.edu Note that an employee's last day cannot be a vacation day or university holiday.

<b>Employee Name:</b>		<b>Employee ID:</b>	
Dept. Name:	Supervisor:	Job Title:	
Date of Hire	Position Control #	Account:	

**Completed By Manager:**

Effective Date : _____ Personnel Date: _____	Reason Employee is Leaving:
<b>Boxes below are for Human Resources use only.</b>	<b>Boxes below are for Human Resources use only.</b>
Vacation Days Unused this Year:	Eligible for Rehire:
Human Resources Approval:	Date:
Comments:	