Montgomery College

Office of Human Resources, Development, and Engagement

NOTICE OF TERMINATION FROM STAFF POSITION

Instructions:

1. This form is to be used for Termination of Employment. Complete all sections of this form and forward through the appropriate officials to the Office of Human Resources, Development, and Engagement.

2. **Resignation in Good Standing** - A staff employee who wishes to resign in good standing shall give his/her department head and the Office of Human Resources, Development, and Engagement written notice of his/her resignation at least two (2) weeks prior to the effective date.

3. **Resignation without Notice** - A staff employee who is absent for three (3) consecutive days without prior notification is considered to have resigned without notice. Any person returning from an unauthorized absence of three (3) or more days will not be placed on the job. He/she will be directed to the Office of Human Resources, Development, and Engagement.

Full Name of Employee: _____

Office/Dept. _____

Title of Position: _____

☐ **Regular**
☐ **Temporary**
☐ **Full-time**
☐ **Part-time**

Campus: ☐ Central Administration ☐ Germantown ☐ Rockville ☐ Takoma Park

Action: ☐ Resignation without Notice

☐ Resignation

☐ Retirement Effective date: _____

☐ Other

Forwarding Address: _____ _____

Street Address **City, State, Zip**

Reason for Termination: _____

_____ _____

Employee Signature **Date**

TO BE COMPLETED BY THE DEPARTMENT OR OFFICE SUPERVISOR

Is immediate replacement requested? ☐ Yes ☐ No

_____ _____

Signature of Department or Office Supervisor **Date**