



FACULTY NOTICE OF SEPARATION

California Polytechnic State University
San Luis Obispo, California 93407

Academic Personnel
(805) 756-2844

This form is only to be used by Unit 3 Employees eligible to participate in the Early Exit Program (EEP)

1. If a letter of resignation has been prepared, please attach a copy to the completed AP191 EEP
2. Complete the Payroll Form 300 (PR 300) for various property and account clearances by the last day physically worked.
3. Complete your exit interview with ExitRight. Cal Poly has contracted with ExitRight to conduct employee exit interviews. A few days after your **resignation effective date**, you will receive an email from exitright@hdsmetrics.com to complete an online survey. Responses are confidential and will not impact any future employment with Cal Poly - SLO. If you don't receive the survey invitation please contact Academic Personnel at (805) 756-2844 or academicpersonnel@calpoly.edu. Upon completion of the survey, you will have the opportunity to request a follow-up, if desired.

EMPLOYEE NAME		EMPLOYEE ID
POSITION/ACADEMIC RANK:	COLLEGE/DIVISION	DEPARTMENT
PLEASE INDICATE TYPE OF SEPARATION:		RESIGNATION/RETIREMENT DATE
<input type="checkbox"/> RETIREMENT OR <input type="checkbox"/> RESIGNATION		LAST WORKDAY PRIOR TO RESIGNATION/RETIREMENT
EMPLOYEE SIGNATURE		DATE SIGNED
DEPARTMENT CHAIR/HEAD OR APPROPRIATE ADMINISTRATOR	TITLE	DATE SIGNED
DEAN	TITLE	DATE SIGNED
RECEIVED BY (ACADEMIC PERSONNEL)	DATE RECEIVED	DATE PROCESSED