



Resignation Form

To be completed by the employee for Notice of Resignation

General Information

Employee Name:

Employee ID number:

Job Title:

Department:

Hire Date:

Actual Last Day of Work:

Signature:

Date of Signature:

Forwarding Address and Phone Number

Reason for Leaving

Was your decision to leave the University influenced by any of the following?
PLEASE CHECK ONE:

- | | |
|--|---|
| <input type="checkbox"/> Secured another Job | <input type="checkbox"/> Commuting Distance |
| <input type="checkbox"/> Different type of work | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Self-Employment | <input type="checkbox"/> Co-workers |
| <input type="checkbox"/> Rate of pay | <input type="checkbox"/> Continuing my education |
| <input type="checkbox"/> Family Circumstances | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Illness or Physical Condition | <input type="checkbox"/> Moving out of state/area |
| <input type="checkbox"/> Other | <input type="checkbox"/> Prefer not to say |

Is there anything we could have done to prevent you from leaving?

What is your opinion of the following?

	Excellent	Good	Fair	Poor
Retirement Plan				
Health Plan				
Fringe Benefit Package				
Leave Policies				
Performance Evaluation System				
Opportunity for Advancement				
Communication to/from Supervisor				
Supervision Provided				

Please rate the following:

You received adequate training and job instructions for your job duties

Strongly disagree Disagree No Opinion Agree Strongly Agree N/A

You were provided with the support needed to perform your job

Strongly disagree Disagree No Opinion Agree Strongly Agree N/A

You were provided with the resources needed to perform your job

Strongly disagree Disagree No Opinion Agree Strongly Agree N/A

Your workload was appropriate to your position

Strongly disagree Disagree No Opinion Agree Strongly Agree N/A

You were able to maintain a work and family balance

Strongly disagree Disagree No Opinion Agree Strongly Agree N/A

Your current rate of pay was competitive

Strongly disagree Disagree No Opinion Agree Strongly Agree N/A

You had a good working relationship with your supervisor

Strongly disagree Disagree No Opinion Agree Strongly Agree N/A

You had a good working relationship with your peers

Strongly disagree Disagree No Opinion Agree Strongly Agree N/A

You were satisfied with the physical working conditions/environment

Strongly disagree Disagree No Opinion Agree Strongly Agree N/A

Would you recommend Cameron University to a friend as a place to work? Yes No

General comments or suggestions to provide us insight:

Thank you for your cooperation and time in helping us improve the CU employment experience.

EEO/AA Employer/VETS/Disability