



# Separation Form

## SUPERVISOR:

- 1) Please complete this section and submit to Human Resources as soon as you receive notice from the employee.
- 2) If the employee provided written notice or correspondence regarding their separation, please attach a copy to this form.
- 3) Download the Employee Offboarding Checklist from the Human Resources website.

Employee Type:            MID Employee            EDUStaff Employee            Other

Name: \_\_\_\_\_ Effective Date of Separation (last day): \_\_\_\_\_

Reason for Separation: \_\_\_\_\_ Details: \_\_\_\_\_

If the employee has more than one position, is this a complete separation from all positions at Mid?

Yes, separate the employee from all positions.

No, separate only position(s) listed below and keep other position(s) active.

If we are only separating positions, please provide the position title(s) below.

Position(s) to be separated: \_\_\_\_\_

The rating of this employee's work performance:

Outstanding            Above Average            Met Standards            Below Standards

Would you re-hire this employee?            Yes            No

Comments:

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## HUMAN RESOURCES:

Signature of HR representative form received by: \_\_\_\_\_ Date: \_\_\_\_\_

Exit survey sent:            Yes            No            Date: \_\_\_\_\_

HelpDesk Ticket submitted:            Yes            No            Date: \_\_\_\_\_

Tuition Benefit Used            Yes            No            If Yes, notify Director of Accounting ASAP to process calculation