

Rev. 04/04/2024

Please use the following checklist to ensure you have a smooth separation of employmen	t.
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Provide a Letter of resignation to your leader that includes the last day you will work.	
Make a plan to return all Universitt <b>©</b> 24.42 404.86 464.56 137.58 reW*nBT/TT1 11.52 Tf15	
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