

**CITY AND COUNTY OF BROOMFIELD  
NOTICE OF SEPARATION**

<b>Employee Name:</b>		<b>Employee ID #:</b>	
<b>Department:</b>		<b>Division:</b>	
<b>Position Title(s):</b>			
<b>Please indicate type of separation (check only one box):</b>			
<input type="checkbox"/>	Separation—Resignation <b>Circle reason for leaving:</b> <b>New Job</b> <b>School</b> <b>Scheduling Conflicts</b> <b>Retiring</b> <b>Staying home</b> <b>Moving</b> <i>(Please also complete Change of Address form so W-2 can be mailed in January).</i> <b>Other:</b> _____		
<input type="checkbox"/>	Separation--End of Temporary Appointment		
<input type="checkbox"/>	Separation--Dismissal		
<input type="checkbox"/>	Separation--Failure to Report to Work (3 day rule) Dates Missed: _____		
<b>Last Day Worked (Month/Day/Year):</b>			
<b>Employee's Signature:</b>		<b>Date:</b>	
(If employee is unavailable for signature, please indicate who completed this form.)			
<b>Print Name:</b>			
<b>Received and Accepted by (Supervisor's Signature):</b>		<b>Date:</b>	
<b>FOR HUMAN RESOURCES DEPARTMENT USE ONLY</b>			
<b>Notice Received By:</b>		<b>Date:</b>	
<b>Exit Interview Scheduled:</b>			

**Attention Supervisors**

For full-time employees:

1. Complete and submit final timesheet to Payroll as soon as possible so that a final paycheck can be calculated.
2. Submit an IT Help Request within 24 hours of separation to disconnect email access (if applicable). Be sure to tell them if you would like messages from this account forwarded to someone else.

For all other employees:

1. Complete and submit final timesheet to Payroll by the normal deadline so that a final paycheck can be calculated.
2. Submit an IT Help Request within 24 hours of separation to disconnect email access (if applicable). Be sure to tell them if you would like messages from this account forwarded to someone else.

3. If non-benefited, please collect ID badge (if applicable) and return it to HR on the final work day so it can be deactivated.