FTCC


**MEMORANDUM**

| TO: | President |
| --- | --- |
| THRU: | Vice President for HR & IE |
| THRU: | Division Senior Vice President, Vice President, or Executive Director |
| THRU: | Division Associate Vice President (if applicable) |
| THRU: | Dean/Director (if applicable) |
| THRU: | Immediate Supervisor |
| FROM: |  |
| DATE: |  |
| SUBJECT: | Notice of Intent |

**Please consider this my notice of resignation. My last working day is** **, and has been confirmed with payroll\*.**

**Please consider this my notice of retirement effective** **. (1st day of the month)**

If you are leaving to take another position, please check all that apply. This requirement is needed for statistical analysis purposes only and individual names are not included in the results.

Public sector job in North Carolina  Private sector

UNC Institution offer  Relocation

Community College offer  Medical

State Government offer  Leaving for reasons related to salary

County or City Government offer

Local Education Agency (LEA) offer

Public sector job in another state

Other Please specify here

Primary reason for leaving FTCC: Please specify here

**Thank you.**

\*Employee **must** notify payroll by email of resignation **prior** to form submission. **Attach the email confirmation from payroll to this form upon submission**.