

**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**.