

**DIVISION OF COMPARATIVE MEDICINE**

## MEMORANDUM

**TO:** Blank

**FROM:** Blank

**DATE:** Blank

**RE:** Employee Separation

Please complete the tasks identified under Section 1 of the attached *Employee Separation Checklist* during the last 2 weeks of your employment with Comparative Medicine. Bring this form with you to your exit interview.

Schedule an exit interview with the Assistant Director or a Designee (e.g., the Facility Manager) to take place on your last day of work near the end of the work shift. At that time, be prepared to turn in all keys, access cards, and ID cards. Failure to do so may delay your last paycheck. You may keep your USF ID card.

Please be advised that if you have any new, or previously undeclared, occupational health-related concerns you wish to discuss USF Medical Health Administration can be reached at (813) 974-3163.

An USF HR exit questionnaire is attached. If you wish, you may complete the questionnaire and bring it with you to your exit interview.

If you are a Staff employee and have questions about continuation of benefits and/or retirement funds, contact HR at 974-2970.

If you are a Temporary employee and have questions about the Temporary Employee Retirement Plan (TERP), a Frequently Asked Questions document with information related to TERP can be provided.