



**Notice of Resignation or Retirement**

Advanced notice of resignation or retirement is a professional courtesy that permits the University to plan for transition and avoid being caught off guard by unexpected staff and faculty departures. Clemson University encourages employees who have decided to resign or retire to provide advance notice to the University once you have made a final decision. Thank you for helping Clemson plan for the future.

**Resigning or retiring employees** are asked to submit this form to your supervisor to tender your resignation/retirement.

EMPLOYEE INFORMATION		
FIRST NAME	LAST NAME	CU EMPLOYEE ID
JOB TITLE	DEPARTMENT	SUPERVISOR

Completion of this form constitutes my official notice to Clemson University that I am separating from employment under the circumstances indicated below.

**Type of Separation:**

- Resignation                      Effective Date: \_\_\_\_\_
- Retirement                        Effective Date: \_\_\_\_\_
- TERI Retirement                TERI Effective Date: \_\_\_\_\_

\_\_\_\_ (Initial here) **I acknowledge my understanding that, in accordance with Clemson University policy, the following statements are true and binding:**

- Notice of resignation or retirement may not be rescinded, except with prior approval by the University’s chief human resources officer (CHRO) or designee.
- The effective date specified above may not be changed, except with prior approval by the CHRO or designee.
- Under current state law and University policy, employees who retire from Clemson University are eligible for post-retirement employment after the required break in service, but any such employment is at the discretion of the University.
- Individuals seeking post-retirement employment are eligible for temporary positions only and are not eligible for positions with regular/permanent full-time equivalent (FTE) classification.
- Rehired retirees are exempt from the State Grievance Procedure Act.

**Check if Applicable:**

- Intra-agency transfer (Moving to another job with Clemson with or without a break in service\*)
- Inter-agency transfer (Moving to another S.C. state agency with or without a break in service)

\*Do not use this form for FTE to FTE intra-agency transfers, which are not separations.

**Additional Comments:**

My signature below confirms that I have read and understand the contents of this document.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

Resignation / Retirement Accepted:

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
OHR Authorized Signature

\_\_\_\_\_  
Date

**Note:** Supervisors may complete this notice on behalf of an employee who gives verbal notice of resignation or retirement but who is unavailable to complete the notice. When possible, the notice should be signed by the resigning/retiring employee. If the resigning/retiring employee’s signature cannot be obtained, the supervisor should include the signatures of witnesses to the verbal notice in the “Additional Comments” box above.

Supervisors should forward Notice of Resignation or Retirement forms to the HR partner without delay.

**IMPORTANT BENEFITS INFORMATION:** The Office of Human Resources offers separating employees information on and assistance with benefits. Retiring employees are encouraged to meet with an OHR benefits counselor at least six weeks prior to the planned retirement date in order to avoid processing delays and to take full advantage of assistance from the University.