

# Arkansas Tech University – Graduate College Graduate Assistant Resignation/Termination

Information regarding a departed graduate assistant should immediately be sent to the Graduate College, Payroll and Human Resources. For guidelines regarding graduate assistant resignation/termination, please refer to the Graduate Assistant Handbook.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M: \_\_\_\_\_

T#: \_\_\_\_\_ Program: \_\_\_\_\_

Please terminate this assignment effective (*last date of work*): \_\_\_\_\_

Termination of employment:

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you rehire this graduate assistant?  Yes  No

Supervisor's Signature: \_\_\_\_\_

*If termination is a result of deficient performance, please include a dated copy of written explanation outlining unsatisfactory performance and expectations. For additional information regarding this process, please reference the Resignation and Termination sections with the Graduate Assistant Handbook.*