

Arkansas Tech University – Non- Academic Graduate Assistant Resignation/Termination

Information regarding a departed graduate assistant should immediately be sent to the Budget Office, 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.