

**Department of Administration
Employee Separation E-mail Template**

Note to user: When an employee separates from DOA or transfers to another state agency, please send this e-mail with appropriate attachments to the names listed below in the distribution list. Feel free to create a distribution list in your e-mail system to use each time you need to send this message. Please be sure that all names/roles are up-to-date. Attach a copy of the Separation Checklist and Separation Memorandum to this message (download from HRM's Forms Page – <http://www.doa.state.nc.us/hrm/forms.htm>). Copy and paste the body of this template into your message. Remember to fill in the blanks.

DOA Separation List (e-mail distribution list):

- Separating employee
- Employee's supervisor
- Robin Diehl, Fiscal Management
- Bob Zenkel, MIS
- Sheree Pratt, Secretary's Office
- Mitch Owen, HRM
- Cheri Toner, HRM
- Trumelia Hawkins, HRM
- Susan Pait, HRM
- Creshaye Graham, HRM
- Bob Schultz, HRM
- Barbara Williams, HRM
- Cindy Egan, HRM

Cc:

- Division's Deputy Secretary
- Anne Bander
- David Shehdan
- Jill Lucas

From: Personnel Contact

Subject: Notice of Employee Separation

Attachments: Separation Checklist
Separation Memorandum

Please be advised that (Employee Name) is separating from DOA (or transferring to another state agency) effective (date).

This notice is being provided to you because of the items on loan, security access or exit procedures, which need your attention due to the employee's departure.

Please review the attached Separation Checklist to ensure proper actions have been completed for the employee's departure. Please contact the appropriate office identified on the Checklist if you are uncertain that an item has been returned, process has taken place or if you have any questions.

Thank you.