



Greifswald,

Termination of Employment - Routing Slip

Surname, First Name(s):

Department / Institution / Organisational Unit:

is leaving the employment of the University of Greifswald on:

The employee must return all official documents and items to the relevant line manager / supervisor before leaving the employment of the University. The line manager / supervisor shall confirm that all documents / items have been returned correctly by countersigning this routing slip.

☐ Line Manager / Supervisor Keys returned; other
work-related items
returned (as applicable)

Signature

The department / institution / organisational unit must forward this routing slip to the Human Resources Department.

Employee's declaration:

I hereby declare that I no longer have in my possession any property belonging to the State of Mecklenburg-Vorpommern.

Greifswald,

Signature of Assistant

This form can also be accessed via: www.uni-greifswald.de/en/university/organisation/administration/human-resources-and-finance-division/human-resources-and-appointments-department/forms/