

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-appointments-department/forms/

The English translation of this form is intended solely as a convenience to non-German-reading members of the University. You may use the form in the English version, however, only the text of the German form is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.