

OFFICE OF THE PRESIDENT

INTEROFFICE MEMO

**Voluntary Separation Program**

**Transmittal Memo**

Date:

TO: Michael Waldman, Human Resources  
Room 7307 Franklin

FR: \_\_\_\_\_  
Department Administrator (DA)

SUBJECT: Voluntary Separation Program Election Form

Attached is the voluntary separation election form for \_\_\_\_\_.  
(name)

The department expects to request approval to our division head to replace this position:  
Yes \_\_\_\_\_ No \_\_\_\_\_

We understand that we are to follow the current procedures to request replacement and this memo is only to transmit the employee election form and to notify you of our intentions regarding replacement of the position.

cc: Division Head  
Department Head