



END OF EMPLOYMENT NOTIFICATION FORM

GENERAL INFORMATION

Instructions: This form must be completed when an employee sponsored in H-1B, O-1, or TN status ends employment at Virginia Tech. Please report all information as accurately as possible, as this information may audited by the U.S. Department of Homeland Security and the U.S. Department of Labor.

Employee Family (Last) Name:		Employee Given (First) Name:	
Country of Citizenship/Nationality:			
Anticipated End Date of Employment:			

END OF EMPLOYMENT INFORMATION

Instructions: Please report the reason for the employee's end of employment by checking the relevant box. Forward any important records (i.e., resignation letter, notice of non-renewal, etc.) to Global Strategic Services along with this form.

This section must be completed in full. Do not skip this section or leave it incomplete.

<input type="checkbox"/> Employee voluntarily resigned from employment.
<input type="checkbox"/> Employee was terminated prior to the end of the work authorization period.
<input type="checkbox"/> Employee was terminated at the end of the work authorization period.
<input type="checkbox"/> Other (please describe):

FORM SUBMISSION INFORMATION

Date Form Completed:		Department/Program/Unit:	
Department Administrator Name:		Department Administrator Title:	
Department Administrator Signature:			

CONTACT INFORMATION:
Global Strategic Services
vtgss@vt.edu