

**UBC Staff Finders Resignation Form**

*Please complete this form, print,* ***SIGN*** *and submit it to Staff Finders*

*NOTES*

CWL never expires. To access your payslips and T4s online you'll need to sign into Faculty/Staff Self Service (aka. CWL/Self Service Portal) www.msp.ubc.ca . Once you sign in to your CWL, you can find the payslips in the "**My Pay**" section of the Staff Self Serve screen under the link "**View Paycheque**" or your T4s under the link “Year End Slips”.

If you want to access the website off-site, you will need to set up a Virtual Private Network (VPN). For more information on how to set up a VPN visit this website: <http://www.it.ubc.ca/security/VPN.html>. Once you have the VPN set up and are able to access www.msp.ubc.ca, sign in using your Campus Wide Login information and follow the prompts.

*If you are on benefits, please visit Leaving UBC* [*http://www.hr.ubc.ca/benefits/leavingubc/*](http://www.hr.ubc.ca/benefits/leavingubc/)

 *By e-mail:* *sarah.mcdonagh@ubc.ca* *or By fax: 604.822.8134*

*Please review the* [*Resignation checklist*](http://www.hr.ubc.ca/staff-finders/employee-resources/resigning-transfering/) *on our webpages*

Attn: **Gerry Doiron, Manager** Staff Finders, a Division of Human Resources

Please accept this letter as resignation from UBC Staff Finders.

* The last day I will be working in an assignment is

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* The first day I will **not** be working for UBC Staff Finders is

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The reason for my resignation is:

🞏 Personal

🞏 Back to school

Regards,

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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