



STATE OF ARKANSAS
Department of Finance and Administration

Office of Human Resources
1509 West 7th Street
P. O. Box 2485
Little Rock, AR 72203-2485
Phone: 501.324.9065
Fax: 501.683.2174
www.dfa.arkansas.gov/

Memorandum

Date: _____

To: _____

From: _____

This is a notice of employment separation from the Department of Finance and Administration, per the reason checked below. This separation is effective on:

_____ at _____
Date

Subject: Voluntary Resignation (separation from state service)

Involuntary Termination (separation from state service)

Probationary Period

Transfer within DFA to another division _____
Name of Division

Transfer to another state agency _____
Name of Agency

Retirement

Employee's Name (printed)

Personnel Number

Employee's Signature

Employee not present to sign.

Supervisor's Signature

Please forward a copy of this memo to the DFA Human Resources Office and attach any relevant personnel/payroll transaction documents.