

RESIGNATION NOTICE

It is UCF practice for employees to provide a two-week notice (approximately) when transferring from one position to take another at UCF or when resigning from UCF. Employees may provide to their supervisor a written letter, advise verbally, or complete a [resignation form](#). When an employee leaves a position in one department to accept a position in another department, notice of less than two weeks is only acceptable when approved by the “sending” supervisor, following negotiations with the “receiving” supervisor. Employees providing less than two weeks notice when terminating UCF employment will not be eligible for rehire, unless approved in writing by supervision.

In addition, an employee’s resignation date is normally the last day during which the employee works at least one-half of the working day. Any exception to this specific provision must be approved in advance by the Director of Human Resources or designee.