Exit Email w/ attachment:

Hello Leila,

I have just received a notification that you will be leaving the College of Public Health, effective October 11th. Since you will not be here for the upcoming Summer and Fall 2023 PERT reports, I have attached the exit Interview Reports for your review and signature. If you would forward them to me after your review for our compliance files, I would appreciate it.

Optional paragraph:

Since you will be transferring to the AHEC Office, please take a copy of the signed forms with you, as you will need to have them included in your Fall 2023 report, since you still have payroll charges reflected in that report. If you have any questions, please don’t hesitate to contact me at 813-974-4609.

I wish you well on your new adventure at AHEC and please stay in touch.