

**END OF ASSIGNMENT NOTIFICATION**

For employee in H-1B status sponsored by University of Texas Rio Grande Valley

This form is intended for use by the University of Texas Rio Grande Valley hiring departments to notify the Office of Human Resources Immigration Services (IS) Department of the expected completion or termination of employment of an international employee in H-1B status.

This form is also used to document the end of employment for international employees sponsored by The University of Texas Rio Grande Valley. For employees in H-1B status, the information gathered here will be used by IS to terminate employment immigration classifications, the information will be used to update IS records and inform USCIS (H-1B Withdrawal).

**To be completed by the University of Texas Rio Grande Valley Hiring Department:**

**Name of Employee:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**Immigration Status:**  H-1B  TN

**Last Date of Employment at UTRGV:** \_\_\_\_\_

**Conditions of departure:**

**Employee resigned position at The University of Texas Rio Grande Valley voluntary.**  
(Please attach a copy of letter of resignation)

**Employment at The University of Texas Rio Grande Valley was terminated by hiring department prior to the end of the period of employment sponsorship.**

*Liability for transportation costs.* If an employee in H-1B classification is dismissed by the employer prior to the expiration of the employment authorization obtained on his or her behalf, the employer will be liable for the reasonable costs of return transportation to the employee's country of last residence aboard. Please contact Immigration Services for further information on complying with the requirement.

\_\_\_\_\_  
Signature of Chair, Dean, Supervisor or Department Contact

\_\_\_\_\_  
Date