

From: Office of Employee and Organizational Development
Sent: Wednesday, March 31, 2021 4:06 PM
To: 'EODNEWS@LISTSERV.UTK.EDU'
Subject: EODNEWS Special Edition

EODNEWS SPECIAL EDITION



Changes to the External Training Credit Request Process Effective April 1

Important notice: Beginning April 1, 2021, the External Training Credit (ETC) process will be more efficient, and the documentation requirements will be simplified.

The **ONLY** documentation required will be a copy of an email or other written document from your supervisor granting approval of your credit.

With these appropriate attachments, all ETC applications will be promptly approved. Additional details about the improved ETC process can be found here:

<https://hr.tennessee.edu/eod/kate-questions/external-training-credit/>



Click on the K@TE logo to register or to view the calendar of our online spring classes.



Manager Name
Company Name
Company Address
Date

Dear Mr. Ms, Manager:

With this letter I wish to inform you that I will be resigning from my position with company named as (please fill in) as of (fill day of week), I regret any inconvenience that this will cause and will do my best to have my current projects finished before my last day. I wish you and the company much success.

Sincerely,

Your Name _____
E-Mail: _____

Old Requirements:

1. Proof of attendance, ^{plus}
2. Proof of hours, ^{plus}
3. 12-month limit, ^{plus}
4. No academic courses

★ New

- Requirements: ★
1. Supervisor's approval