



# **Voluntary Separation from Service Incentive Plan (VSIP)**

## **EXHIBIT B Notice of Intent**

I, \_\_\_\_\_ have reviewed the information available from the People Operations & Employee Resources Department about the 2024 Voluntary Separation from Service Incentive Plan (“VSIP”). Based upon my review of the program information and my personal circumstances and interests, I have decided to request of Ramapo College of New Jersey (“College”) my participation in the program. I understand that my participation in the program and receipt of the monetary incentive is subject to the review and approval by the College.

By my signature below, I acknowledge that I have reviewed the terms of the 2024 Voluntary Separation from Service Incentive Plan and have become familiar with them and have had the opportunity to raise questions about the program with the People Operations & Employee Resources Department. Whether exercised or not, I have had a reasonable period of time to reflect, consider and consult about relevant issues involved in my personal decision to voluntarily terminate my employment relationship with the College on June 30, 2024. Further, I understand that if the College approves this request to participate in the VSIP, I have until April 30, 2024 to submit this form to the College’s People Operations & Employee Resources Department, indicating my final decision to separate from my employment.

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_