



Division of Human Resources
103 Edwards Hall
Manhattan, KS 66506-4801
785-532-6277
Fax: 785-532-6095

Dear K-State Colleague:

Congratulations on your retirement from K-State! Thank you for your valuable years of service to the university. Because K-State wants to improve the working environment, we are interested in receiving important information from you regarding your overall employment experience at K-State.

Three opportunities are available to share your experiences as a K-State employee. You may choose to schedule a face-to-face interview with your unit head, Dean, or central administrator (i.e., Asst. or Assoc. Provost or Vice-President). Another option is to complete an on-line exit interview survey that will be sent to you in the next few weeks via your e-mail. Because we want to provide everyone an opportunity to complete a survey, we would like to remind you to forward e-mail or an at-home e-mail. This can be done by accessing <https://eid.k-state.edu/eProfile/>. A third option is to request a paper copy version of the survey by contacting the Office of Planning and Analysis at pa@ksu.edu or by phone (785-532-5712).

All responses for both the online and paper surveys are confidential. Only aggregated Data will be reported by the Office of Planning and Analysis. Thank you in advance for Completing the survey and/or scheduling an exit interview, and therefore, helping us in this important endeavor.

Collegially,

A handwritten signature in black ink, appearing to read "Gary E. Leitnaker".

Gary E. Leitnaker, Assistant Vice President
Division of Human Resources and Parking