

# @CompanyName Resignation Process

Employees are expected to provide at least two weeks' notice of their intention to resign from their position. The resignation notice should be delivered by email to the employee's manager and HR department.

## **Exit Interview**

Employees who resign from their position will be given the opportunity to participate in an exit interview with HR. The purpose of the exit interview is to gather feedback on the employee's experience with our organization and to identify areas for improvement.

## **Return of Company Property**

Employees who resign from their position are required to return all company property, including laptops, phones, keys, and any other items belonging to the company. Failure to return company property may result in legal action.

## **Final Paycheck**

Employees who resign from their position will receive their final paycheck on their regularly scheduled payday. The final paycheck will include payment for any unused vacation or other time off, as well as any other compensation owed to the employee.

## **Access to Company Systems**

Employees who resign from their position will have their access to company systems and facilities terminated on their last day of employment. This includes email accounts, computer systems, and any other access granted by the company.

## **Conclusion**

We strive to maintain a positive relationship with all of our employees, and we have established a clear and consistent process for employees who wish to resign from their position. By following this process, we can ensure that resignations are handled in a professional and respectful manner.