

Voluntary Resignation Checklist for Managers

Before the employee's last day:

•

• Plan to reassign responsibilities and then communicate that to coworkers, customers, and vendors as necessary

• Ensure final hours are correctly entered into Workday

• If the employee has any questions about benefits or retirement, they should contact Mary Cote in Human Resources.

• If applicable, please ensure your employee submits all remaining receipts/expenses -2 weeks prior to their departure.

• Encourage them to complete their exit interview. They will receive an email with instructions to complete an online survey or the option to reach out to HR and conduct an in

After employee's last day:

- Change any common mechanical codes, locks or combinations

- Work with Human Resources to review job description and begin posting and filling the position.