

Employee Resignation Checklist

Employees – even terrific employees - resign for all kinds of reasons. Sometimes the commute is too long, the boss too harsh, the work not interesting enough. And sometimes people simply get a better offer. Whatever the reason, transition is a part of life, and every organization should be prepared to deal with an employee resignation. This checklist can help with many of the things you should cover during an employee resignation. (Note: The checklist for an employee termination is very different, with its own set of requirements and is not covered here.)

When the employee announces his/her resignation:

- Right away, require that the employee submit a letter of resignation, indicating the effective date of the resignation.
- Notify those who manage HR decisions about the resignation, so that earned time and benefits can be calculated and a plan created for pay out. Earned time payout, as described in your employee handout is due in the employee's final paycheck.
- Notify the systems administrator of the employee's termination date so that access to computer data will end. Change passwords to key applications as needed on the employee's final day.
- Notify those in the employee's immediate department about the impending departure, and from there move onto the other layers of your organization. While a staff meeting may be used to communicate this information, consider following it up with an email so that everyone receives the same information. Be as gracious as possible in your email.
 - Something simple like this will suffice: Joan is leaving the organization to pursue new opportunities at the ABC company. Her last day with us is: [insert date]. Please join me in wishing Joan tremendous success as she transitions to her new opportunity.

Smooth Transitions

Meet with the employee to create a smooth transition plan for the departure to cover things like:

- Are there key relationships that this employee manages? How will they be told? What is the plan for managing these relationships in the interim?
- How will the work be covered during the transition and after the person has left?
- Is there an interim person who will cover this person's responsibilities until a replacement is hired?
- What projects will the person plan to complete prior to leaving?
- How will this person leave a log of what they have worked on?



Discuss the employee's preference on marking the transition. If your organization's culture is to host a "going away party", is the employee willing to be a part? For some, it is a way to celebrate the person's achievements. Others may simply prefer to leave quietly with no fanfare.

Decide if you want to schedule an exit interview with the individual to better understand his/her experience working at your organization. If so, don't schedule it for the final day. Try to do it several days ahead.

On the Final Day of Employment:

Check in with the employee to see if s/he:

- has completed the agreed upon items in the transition plan
- needs any assistance in cleaning out the office
- has any last minute questions or details to discuss with you as supervisor
- has received everything promised from the organization in the transition plan
- To get keys, equipment, company ID and any other office belongings turned over to you.

Go out of your way to stop by on that last day and wish the employee well. If you can give specific examples of how that individual has made your organization a better place, mention those as some of the last thoughts the employee leaves with. Everyone wants to be recognized for who they are and what they have accomplished. By thanking the employee and wishing him/her well, you will hopefully leave a final impression of valuing those who have been an important part of your organization.

