

APPENDIX K

Sample Employee Resignation Form

Download this Sample Job Description on our website: www.arbusinessnavigator.com.

Employee name:

Termination date:

Department:

Type of Termination

▣ Voluntary:

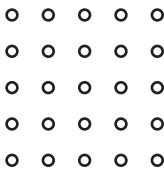
- » Receive employee's resignation letter. (If verbal resignation, provide the employee with a written confirmation of resignation).
- » Schedule & Complete Exit Interview if company practice.

▣ Involuntary:

- » Provide employee with a termination letter.
- » Terminate benefits if applicable.
- » Provide employees with termination/continuation of employment insurance benefits information (COBRA, life insurance, supplemental insurance, etc.) Check PTO balance and inform employees of any remaining PTO and how it will be processed at termination of employment.
- » If using an electronic payroll platform, mark the employee as "Terminated". If using a CPA or other bookkeeper to process, inform applicable parties.
- » Provide written notice to the employee of any legal obligations that continue post-employment (e.g., non compete/confidentiality agreements/employment contracts).

Records

- ▣ Pull personnel files to be stored with terminated employee files.
- ▣ Pull Form I-9 to be stored with terminated employees' I-9s.
- ▣ Obtained written authorization from the employee to respond to employment verification requests.



Information Technology

- Disable email account.
- Remove employee’s name from email group distribution lists; internal/office phone list; website and building directories.
- Disable computer access.
- Disable phone and voicemail access.
- Disabled security codes, if necessary.

Collect the following items:

Keys (office building desk file cabinets other)

ID card/ Access card

Business cards

Name badge

Company Equipment and Uniforms

Other _____

Other _____



Form completed by

Date