

Employee Resignation and Termination Policy Template

1. Purpose:

This policy outlines the procedures for handling employee resignations and terminations in a professional and respectful manner.

2. Resignation Process:

- Employees must submit a written resignation letter to their immediate supervisor at least two weeks prior to their intended last day of work.
- HR will conduct an exit interview with the resigning employee to gather feedback and ensure a smooth transition.

3. Termination Process:

- Terminations must be approved by HR and the employee's supervisor.
- HR will conduct a termination meeting with the employee to discuss the reasons for termination and provide any necessary information regarding benefits and final pay.

4. Return of Company Property:

- Employees are required to return all company property, including keys, access cards, and electronic devices, upon resignation or termination.

5. Final Pay and Benefits:

- Final pay will be issued to the employee on their last day of work.
- Employees will be provided with information on continuing benefits, such as COBRA, upon termination.

6. Confidentiality:

- All information regarding employee resignations and terminations will be kept confidential to the extent possible.

7. Compliance:

- This policy complies with all relevant federal and state laws regarding employee resignations and terminations.

For more information on employee resignations and terminations, please refer to the Department of Labor's guidelines on employee termination: [\[link\]](#).