

TIP SHEET

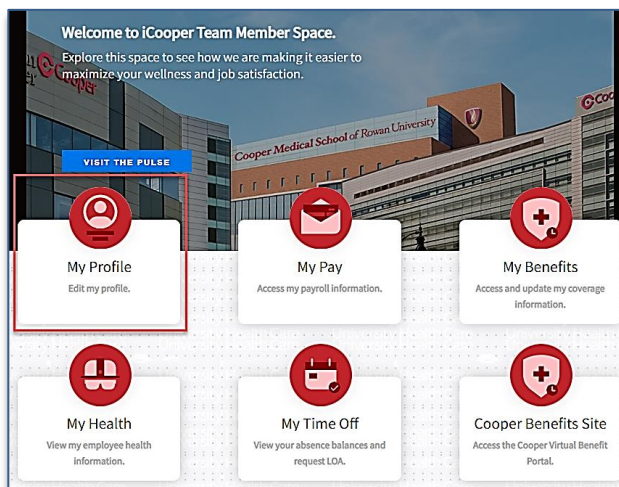
Human Resources

Purpose: *Submit Resignation in Team Member Space*

This tipsheet is available to assist you with submitting your resignation in Team Member Space. Prior to making this change in the system, you'll want to notify your direct manager of your planned resignation.

Workflow

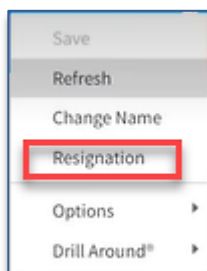
1. Click **My Profile**.



2. Select the **More Actions (ellipsis)** button in the upper-righthand corner of the screen.



3. Select **Resignation** from the list.



4. Complete the following fields on the **Resignation** pop-up window. A **red asterisk** indicates a required field.

Field	Value
Anticipated Last Day	Specify the date of your last anticipated day of work.
Reason	Select a predefined reason for your resignation.
Attachment	Optionally, complete the Description fields and upload a document, such as a letter of resignation.
Type Letter of Resignation Here	Optionally, you can type your letter of resignation directly into this field.

5. Select the **Submit** button.

a. **Note:** Your direct manager receives a notification of your resignation.

You have successfully submitted your resignation.