

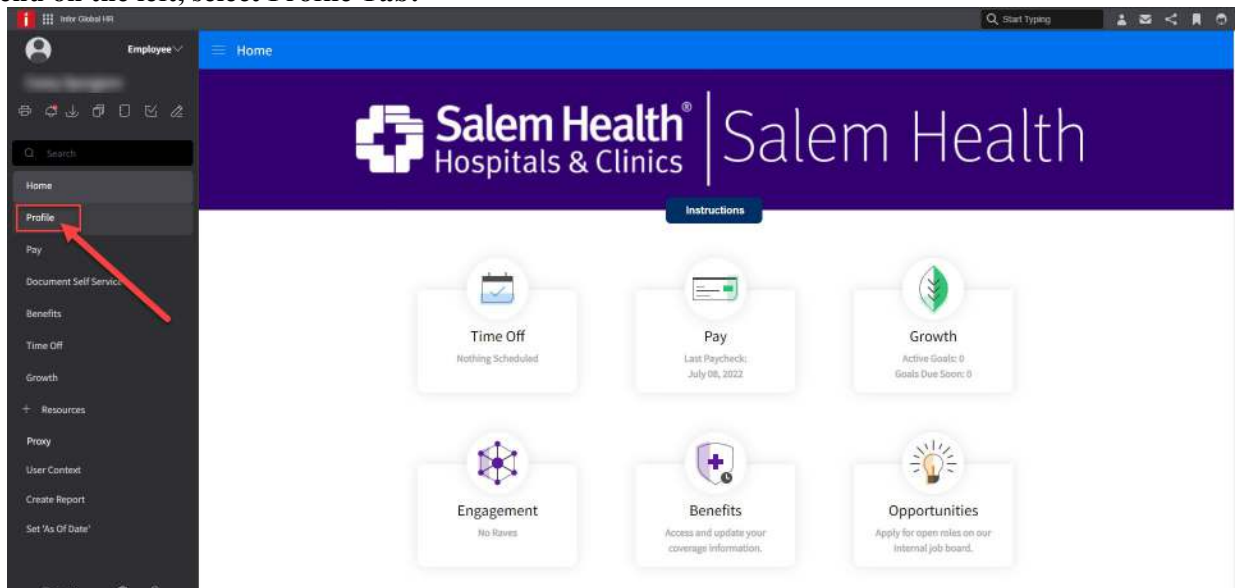
Employee Space

Submit a Resignation

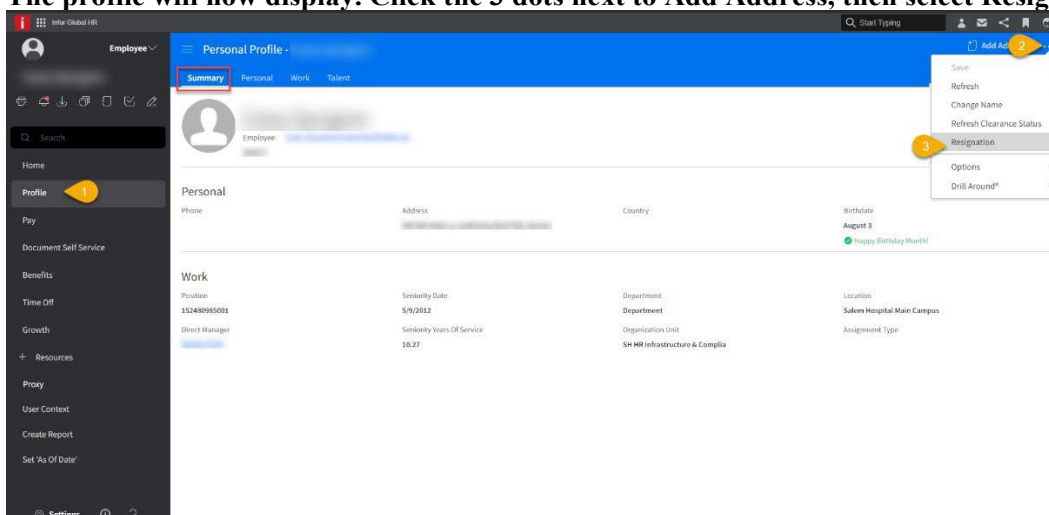
1. On the Intranet Home Page, log into [EmployeeSpace](#) (need new link details/screenshot)



2. From the menu on the left, select Profile Tab:



3. The profile will now display. Click the 3 dots next to Add Address, then select Resignation:



4. A new window for Resignation For {Employee Name - Number} will pop up:

- Enter the Anticipated Last Day of employment and the Reason
- Enter Additional Information, if desired
- Optional: Attach supporting document(s). I.E. Resignation letter
- Click Submit

Resignation For [REDACTED]

This request will be routed for approval; after it is approved this record will be created

Employment ID
[REDACTED]

Anticipated Last Day *
[REDACTED]

Reason
[REDACTED]

Additional Information
[REDACTED]

Attachment

Description
[REDACTED]

Attach Supporting Document
[REDACTED]

Action Comments
[REDACTED]

Cancel Save As Draft Submit