



What do I do if someone resigns?

	Yes	No
Have they verbally resigned?	<input type="checkbox"/>	<input type="checkbox"/>
Did you want them to reconsider their resignation? Have you asked them to reconsider their resignation?	<input type="checkbox"/>	<input type="checkbox"/>
Have they submitted a written resignation letter?	<input type="checkbox"/>	<input type="checkbox"/>
Have you confirmed the final day in the office?	<input type="checkbox"/>	<input type="checkbox"/>
Have you set up an Exit Interview with someone that is not their direct manager?	<input type="checkbox"/>	<input type="checkbox"/>
Have you communicated this resignation to your employees and clients?	<input type="checkbox"/>	<input type="checkbox"/>
Have you asked them to prepare a handover document?	<input type="checkbox"/>	<input type="checkbox"/>
Have you organised a farewell card, cake or leaving lunch?	<input type="checkbox"/>	<input type="checkbox"/>
Have you organised for all company property to be returned before the final day?	<input type="checkbox"/>	<input type="checkbox"/>
Have you thought through the replacement options, both internal and external?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered 'No' to any of these you are either in breach of your legal compliance or alternatively not following 'best practice' employee relations. You should seek further qualified advice.