



## What do I do if someone resigns?



- Have they verbally resigned?
- Did you want them to reconsider their resignation? Have you asked them to reconsider their resignation?
- Have they submitted a written resignation letter?
- Have you confirmed the final day in the office?
- Have you set up an Exit Interview with someone that is not their direct manager?
- Have you communicated this resignation to your employees and clients?
- Have you asked them to prepare a handover document?
- Have you organised a farewell card, cake or leaving lunch?
- Have you organised for all company property to be returned before the final day?
- Have you thought through the replacement options, both internal and external?

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.