

# 36. Employee Leaver Procedure

## 1 OVERVIEW

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There are a number of reasons why an employee may leave your organisation. This factsheet focuses on action to take in the event that an employee resigns from their position.

## 2 PROCEDURE

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This is a procedure to follow in the event that one of your members of staff resigns from their employment.

- Obtain a written confirmation of the resignation from the employee.
- Refer to the contract of employment to confirm the notice period required from the employee. The contract usually provides an obligation on employees to give a period of notice to leave an organisation. Unless you and the employee agree otherwise, the contract of employment will continue to operate as normal during the notice period.
- Confirm the employee's last date of employment.
- Acknowledge the resignation formally in writing to the employee. This letter should confirm the following details; the employee's last date of employment, the position on holiday pay, the date the employee will receive their final salary payment, a reminder of the contractual provisions or benefits that will continue after the employment has ended, procedures relating to the return of company property.
- Agree with the employee who has resigned when other colleagues and customers will be informed and by whom.
- Organise the handover of the leaving employee's work.
- Arrange an exit interview.
- Organise the final payment. Inform your payroll provider, including any money owing/owed.
- Acknowledge the employee's contribution and thank them for their hard work.
- Inform your pension provider and any other relevant benefits providers.

## 3 EXIT INTERVIEWS

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It is good practice to carry out an exit interview with your leaving employee in order to establish the reasons behind the resignation and

This is important information to collate, as it may be useful in addressing any problems in the workplace.

The exit interview should be conducted by someone who has knowledge of the employee's particular role and who can deal with the practical aspects of the resignation.

Do not automatically assume that the employee should be replaced by someone doing the same job. Take the opportunity to reflect and consider your current business needs.

Support remaining team members and consider how the work will be covered while you are recruiting a replacement.

## 4 NEXT STEPS

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- Ensure that you obtain the resignation in writing.
- Prepare a template letter to use to acknowledge a resignation and confirm the last day of employment etc.
- Retain documentation which relates to the leaver (for example, the resignation letter and your resignation acknowledgment letter) in the leaver's HR file in accordance to data protection regulations.

## 5 FACTSHEETS TO HELP

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- How to Conduct an Exit Interview

## 6 FOR MORE ADVICE AND INFORMATION

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**ACAS** - (Advisory, Conciliation and Arbitration Service) free and impartial information and advice to employers and employees on all aspects of workplace relations and employment law. [www.acas.org.uk](http://www.acas.org.uk)

**Achieve in Bath & North East Somerset** - free recruitment support, advice and help. Matching job seekers, employers and course providers to help employers recruit, train and retain employees. [www.achieveinbathnes.co.uk](http://www.achieveinbathnes.co.uk)

**Future Bright** - free help & support for businesses and employees to realise their full potential. Provide access to training and development, workshops and networking. HR support to promote career progression and best practice to attract and retain staff. [www.futurebright.org.uk](http://www.futurebright.org.uk)

**Bibliography** - this fact sheet was produced by Rathbone HR Solutions in association with Cool Ventures Ltd in December 2018 with content sourced from; HR Inform ([www.hr-inform.co.uk](http://www.hr-inform.co.uk)), ACAS ([www.acas.org.uk](http://www.acas.org.uk)), CIPD ([www.cipd.co.uk](http://www.cipd.co.uk)), the pensions regulator ([www.thepensionsregulator.gov.uk/en/employers](http://www.thepensionsregulator.gov.uk/en/employers)), HMRC ([www.gov.uk/government/organisations/hm-revenue-customs](http://www.gov.uk/government/organisations/hm-revenue-customs)), the Information Commissioner's Officer website ([www.ico.org.uk](http://www.ico.org.uk))



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