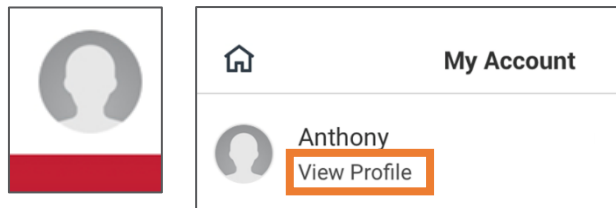


Use this job aid to submit your resignation via mobile. Before submitting a resignation, Team Members should have a conversation with their manager. A two-week notice is expected.

Submit Resignation Letter - iOS

From your Workday mobile home screen:

1. Navigate to the profile icon > select **View Profile**.



2. Select the **...** icon > **Job Change > Resign**.

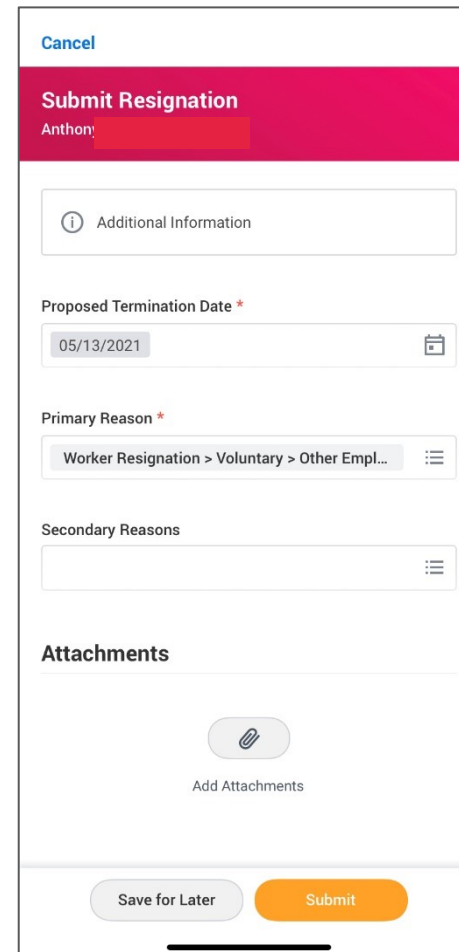
Enter the following information from the **Submit Resignation** screen.

A red asterisk ***** indicates the field is required.

3. In the **Proposed Termination Date** field, enter your proposed last day of employment.
4. In the **Primary Reason** field, select from the reasons available that best describes the reason you are resigning.
5. In the **Secondary Reasons** field, select additional reasons that best describes the reasons you are resigning, if applicable. Multiple reasons can be selected. Once you've made selections, click the back button to return to the previous screen. *This field is not required.*

6. From the **Attachments** section, click the paperclip icon to upload your resignation. Enter description and select "Resignation" for the category. Press the back arrow to return to the resignation screen.
7. Click **Submit**.

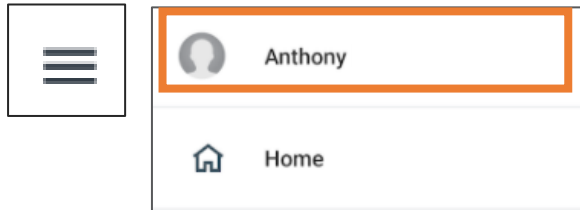
See example below:


A screenshot of the 'Submit Resignation' mobile form. At the top, there is a 'Cancel' link and a pink header with 'Submit Resignation' and the user's name 'Anthony'. Below the header is an 'Additional Information' section with an information icon. The 'Proposed Termination Date' field is required and contains the date '05/13/2021'. The 'Primary Reason' field is required and shows a selection of 'Worker Resignation > Voluntary > Other Empl...'. There is a 'Secondary Reasons' field below it. At the bottom, there is an 'Attachments' section with a paperclip icon and the text 'Add Attachments'. At the very bottom, there are two buttons: 'Save for Later' and 'Submit'.

Submit Resignation Letter - Android

From your Workday mobile home screen:

1. Navigate to the menu icon > select your name to view your profile.



2. Select the  icon > **Job Change** > **Resign**.

Enter the following information from the **Submit Resignation** screen.

A red asterisk * indicates the field is required.

3. In the **Proposed Termination Date** field, enter your proposed last day of employment.
4. In the **Primary Reason** field, select from the reasons available that best describes the reason you are resigning.
5. In the **Secondary Reasons** field, select additional reasons that best describes the reasons you are resigning, if applicable. Multiple reasons can be selected. Once you've made selections, click the back button to return to the previous screen. *This field is not required.*
6. From the **Attachments** section, click the paperclip icon to upload your resignation. Enter description and select "Resignation" for the category. Press the back arrow to return to the resignation screen.
7. Click **Submit**.

See example below:

The screenshot shows the 'Submit Resignation' form on a mobile device. The header is pink with a close button (X) and the title 'Submit Resignation'. Below the header, the user's name 'Anthony' is displayed next to a redacted area and an information icon (i). The form contains the following fields:

- Proposed Termination Date ***: A date field with the value '05/20/2021' and a calendar icon.
- Primary Reason ***: A dropdown menu with the selected option 'Worker Resignation > Voluntary > Commute Time' and a list icon.
- Secondary Reasons**: A field with a list icon, indicating it is optional.
- Attachments**: A section with a paperclip icon for uploading documents.

At the bottom of the form, there are two buttons: 'Save for Later' (grey) and 'Submit' (orange).