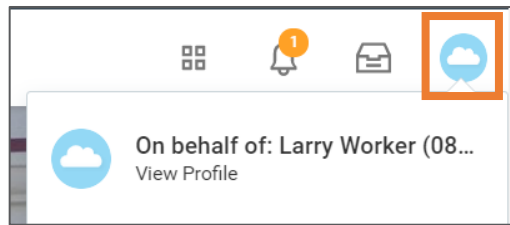


Use this job aid to submit your notice of resignation. Before submitting a resignation, Team Members should have a conversation with their manager. A two-week notice is expected.

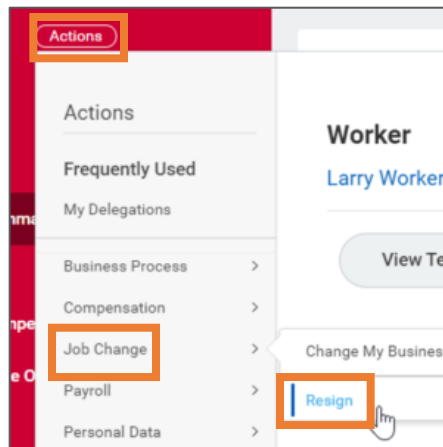
## Submit Resignation

From your home screen:

1. Navigate to your Workday **Profile** icon > click **View Profile**.



2. Click **Actions** > **Job Change** > **Resign**.



3. In the **Proposed Termination Date** field, enter your last day of employment.

4. In the **Primary Reason** field, select from the available options that best describes the reason you are leaving.
5. In the **Secondary Reasons** field, select from the available options of secondary reasons that best describes the reason you are leaving. This field is optional.
6. In the **Attachments** section, click **Select files** to upload your resignation letter. You can also use the **Drop files here** option to attach.
7. In the **Description** field, enter a title or description for your resignation letter.
8. In the **Category** field, select **Resignation**.
9. Click **Submit**.

## Next Steps

Your manager receives a Workday inbox task next to view and approve your resignation letter.