

Process for Leavers (not using PiP)

Step 1

Individual to submit resignation in writing to you.

Step 2

Arrange 1-2-1 with the leaver when you receive their notice notification to acknowledge receipt and agree a last day of employment.

This is a chance for you to provide any support they may need and answer any questions or concerns they might have, even if it is just pointing them in the right direction with queries.

Check your member of staff's minimum notice period in accordance with the terms and conditions of employment. This will be found in their Statement of Written Particulars.

Step 3

Update PiP with the agreed last day of employment date and follow the manager's 'to do' list.

Step 4

PiP will trigger an automatic email to them confirming the date and providing them with information they will need when leaving the organisation, including outstanding annual leave, the return of Government property and pensions information.

PiP will be updated with the termination date and the Employment Changes Team will confirm the resignation via email. You will be copied into this email.