

PEOPLE'S PLACE

Supervisor's Check list for Resignation of Employment.

1. Employee provides notice of resignation.
2. Accepts resignation.
3. Notifies Human Resources and Finance.
4. Notifies employees of their obligation to work their notice period.
5. Notifies finance of any leave taken in the notice period.
6. Makes a plan to receive Peoples Place's properties.
7. Submits separation of employment form with the letter of resignation.