

General:

This policy outlines the procedure and necessary steps when an employee intends to terminate their employment.

Written Resignation:

All resignations must be made in writing and should include the date the resignation becomes effective.

Notice Periods:

The notice periods specified in the employment contract apply. If no specific notice period is stipulated,

Employees are recommended to inform themselves about the applicable notice periods before submitting a resignation.

Personal Discussion:

Before the formal resignation, a discussion with the direct supervisor and/or the HR department is advised.

Submission of Resignation:

The written resignation should be submitted personally to the HR department or sent by registered post.

Reference Letter:

Every employee is entitled to a written reference upon the termination of employment. This should be provided within a reasonable time.

Return of Company Property:

All company property, including keys, work materials, documents, and electronic devices, must be returned upon termination.

Handover of Work Assignments:

A structured handover of current tasks and projects to colleagues or the supervisor should occur. A handover plan should be developed.

Exit Interview:

An exit interview with the HR department will take place before departure. This review all formal steps and provides feedback.

Data Protection and Confidentiality:

Even after the termination of employment, employees are obligated to maintain confidentiality about internal company information.

Post-Employment Obligations:

It is noted that certain obligations, such as post-contractual non-compete clauses, may continue to apply after termination.

Note: This policy is adapted to UK practices, where employment law may differ from other jurisdictions.