**Resignation**

1. **How do I submit my resignation?**
   * **You must first inform your direct manager. After that, you will have a meeting with HR for an exit interview and to complete the resignation letter.**
2. **What documents do I need to submit when resigning?**
   * **Resignation letter**
   * **Exit interview form**
3. **What happens after I submit my resignation?**
   * **If you have completed your probation period, you are required to serve a one-month notice period as per Jordanian labor law. Your direct manager will inform you of your last working day.**
   * **If you are still within your probation period, your last working day will be the same day you submit your resignation.**
4. **Can I request an experience certificate?**
   * **Yes, you can. Send an official email from your personal email account to HR, and they will send you the experience certificate.**

**Resignation & Notice Period**

1. **Do I need approval to resign?**
   * **No approval is required, but you must inform your direct manager.**
2. **How much notice do I need to give before resigning?**
   * **You do not need to give prior notice before submitting your resignation. However, once submitted, you must serve a one-month notice period if you have completed your probation period.**
3. **Can I withdraw my resignation after submitting it?**
   * **Yes, but only with the approval of HR and the head of the department.**

**Company Property & Clearance**

1. **What company assets do I need to return before leaving?**
   * **Laptop**
   * **Employee badge**
   * **Parking access card**
2. **What happens if I lose company property before offboarding?**
   * **The cost of the lost item will be deducted from your final settlement.**
3. **How do I complete the clearance process?**
   * **You will receive the final settlement documents via email.**
4. **What happens if I don’t return all company property?**
   * **Your final settlement cannot be processed until all company property is returned.**

**Final Settlement & Payments**

1. **When will I receive my final salary?**
   * **Within two weeks after payroll is processed.**
2. **What does the final settlement (FNF) include?**
   * **A detailed breakdown of your final payment.**
3. **How is my final settlement calculated?**
   * **It includes your working days, remaining vacation balance, any additional earnings, and deductions (if applicable).**
4. **Who do I contact if there is an issue with my final settlement?**
   * **Contact HR via email.**

**Rehiring After Leaving**

1. **Can I reapply for a job after leaving the company?**
   * **Yes, you can reapply after three months from your last working day.**
2. **How long do I have to wait before reapplying?**
   * **Three months.**