



DEPARTING EMPLOYEE - RESIGNATION

Employees leaving by resignation is a routine aspect of organizational operations. While such events can occasionally be challenging, especially in regard to replacement of that individual, it is essential to approach employee resignations with professionalism and objectivity. Extended or lifelong employment has become uncommon in today's workforce. It is advisable to recognize the contributions of departing employees and to acknowledge their exit in an affirmative manner. Maintaining relationships with high-performing former employees may present opportunities for future re-engagement, which offers advantages such as reduced recruitment and training costs, as well as the potential introduction of new skills and perspectives into the organization.

Voluntary departures are generally more straightforward to manage, as the decision originates from the employee. Nevertheless, it is important to implement the following procedures to mitigate potential disruptions:

- ✚ Request that the employee submit a formal resignation letter or email for proper documentation so it can be recorded in their file.
- ✚ Offer the employee participation in an exit interview to gain valuable feedback that could inform business improvements or reveal underlying issues related to their departure.
- ✚ Ensure all valuables such as keys, credit cards, laptops, uniforms and cell phones have been returned.
- ✚ Change or delete any passwords the employee used.
- ✚ Verify that all final compensation, Record of Employment, outstanding expenses, and benefits are accurately processed prior to the employee's last day. In accordance with Saskatchewan Employment Standards, employers must remit any wages owed within fourteen calendar days following the employee's final working day or the date of resignation—whichever occurs later.
- ✚ Retain an accurate mailing or email address on file to facilitate delivery of the employee's T4 for tax reporting purposes.