

Submit Resignation

Audience: Employees

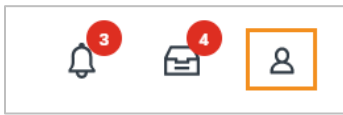


Overview:

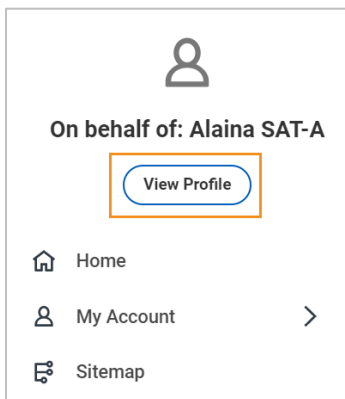
This job aid provides step-by-step instructions on how to resign in Workday. Prior to completing this process, you should meet with your manager to inform them that you are resigning from your position. Required fields are marked with a red asterisk *.

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1. From the Workday homepage, click the **Profile** icon in the top right-side of the page.



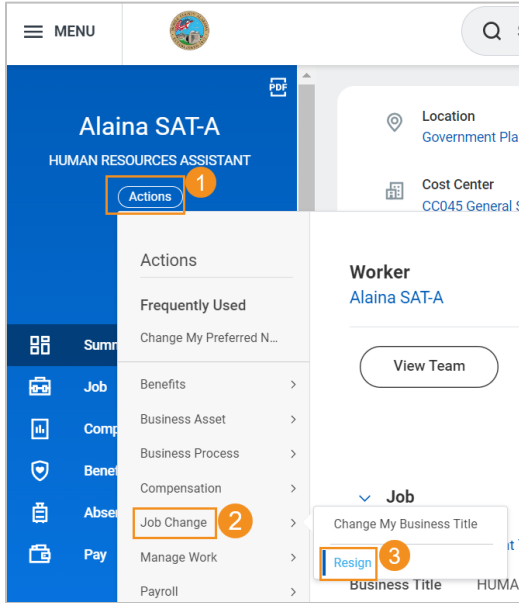
2. Select **View Profile**.



3. Click the **Actions** button, hover over **Job Change** and select **Resign**.

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4. Enter **Proposed Termination Date** using the calendar icon.

Enter the **Primary Reason**.

If you have a resignation letter, you can attach it by clicking the **Select Files** button and locating the file to attach. **Note:** This is optional.

Click **Submit**.

A screenshot of a web-based resignation submission form. The form contains the following fields and elements:

- Proposed Termination Date ***: A text input field with a calendar icon and a placeholder "MM/DD/YYYY".
- Primary Reason ***: A text input field with a dropdown arrow.
- Secondary Reasons**: A text input field with a dropdown arrow.
- Comment**: A text input field with a placeholder "enter your comment" and a cloud icon.
- Attachments**: A section with a dashed border containing the text "Drop files here" and "or", followed by a "Select files" button.
- Buttons**: At the bottom, there are three buttons: "Submit" (highlighted with an orange box), "Save for Later", and "Cancel".

5. Click **Done**. Your resignation will be routed for review.

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