



CHAPTER 2	SECTION NO.
College Personnel – Personnel General	2.13
REFERENCE 2.13.11.09 Resignation	<i>Adopted: October 12, 2010</i>
	<i>Reviewed: September 14, 2010</i>
	<i>Revised:</i>

Employees wishing to resign in good standing should give a minimum of two (2) weeks advanced notice by submitting a formal letter of resignation to the employee's immediate supervisor with a copy forwarded to the Executive Director of Human Resources. All employees terminating employment with the College are encouraged to meet with Human Resources personnel or their supervisor prior to their last day of employment with the College for purposes of ensuring the return of College property and to review the employee's rights and benefits as a result of the resignation.