



Resignation Checklist

Employee: _____

Last day of work: _____

Supervisor: _____

After completing the steps, and obtaining the required signatures, bring the completed form to the Human Resources Manager on your last day of work.

Steps:

1. Submit a letter of resignation to your supervisor at least two weeks prior to your last working day, and provide a copy of this letter to the Human Resources Manager. If you have received layoff notification, it is not necessary to provide a resignation letter.
2. If you have received layoff notification, submit signed severance agreement to Human Resources Manager at least 10 days prior to layoff date.
3. Contact the Benefits Office (736-2985; BenefitSU@stanford.edu) regarding options for continuation of your benefits, after reviewing the University BenefitSU website: http://benefitsu.stanford.edu/changes/changes_career7.html#7
4. Complete your Axxess timecard (through your last day of work) one week prior to your last day (contact Terri Calloway if you have any questions about this).
5. Confirm mailing address in StanfordYou (update if necessary) prior to termination date (for W-2 distribution).
6. Manage mail forwarding.
7. Remove voicemail messages from your phone and change voicemail password to 123456.
8. If you manage email distribution lists, assign new owner(s) in Mailman.
9. If you manage private/shared calendar(s), work with Jeff Melton to create new public/private shared calendar(s) for migrating data (to maintain schedule information integrity).
10. Complete School of Medicine on-line exit survey (optional): <https://med.stanford.edu/survey/exitInterview/>
11. Collect the following and turn in to your supervisor: Cell phone, research project files/materials, access codes for computer files, and all other equipment in your possession belonging to Stanford University.

Turn in to Supervisor: _____

Signature

If you wish to have your supervisor provide an employment reference, you must provide written approval, per Administrative Guide memo 22.2, 4g: <http://adminguide.stanford.edu/ch2contents.html> This reference may include information regarding job title and responsibilities, dates of employment, and/or performance.

I authorize my supervisor to provide an employment reference: _____

Employee's signature (optional)

Return computer equipment (if applicable)

Turn in to Information Technology staff: _____

Signature

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- | | |
|--|--|
| • Stanford ID card | • Purchasing card (if applicable) |
| • Keys | • University-sponsored American Express card (if applicable) |
| • Hospital ID badge (if applicable) | |
| • Long distance telephone calling card (if applicable) | |

Turn in to Human Resources Manager: _____

Signature