



Employee Resignation Process



BEACON
Specialized Living

Employee Resignation Process

When an employee resigns, follow these steps:

- Try to identify the reason they are resigning.
- Make sure all items belonging to Beacon are returned.
- Submit the required documentation.
- Complete a COS in ADP. Include any relevant documentation.

Employee Exit Interview

- Locate the Employee Exit Interview under Forms on BaseCamp.
- Complete the form with the exiting staff.
- Send the finished document to Uploads@BeaconSpecialized.org



The image shows a form titled "Employee Exit Interview" from BEACON Specialized Living. The form includes fields for "Employee Name (Optional)" and "Date", and a field for "Facility/Home". Below these fields, there is a section for questions: "Please answer the following questions then return this form to your supervisor:", "What is your primary reason for leaving?", and "What was the most satisfying thing about your job?". Each question has several horizontal lines for writing answers.

Employee Voluntary Resignation

- Locate the Employee Voluntary Resignation under Forms on BaseCamp.
- Complete the form with the exiting staff.
- Collect all Beacon items (keys, badge, etc.)
- Send the finished document to Uploads@BeaconSpecialized.org



The form is titled "Employee Voluntary Resignation" and features the Beacon Specialized Living logo at the top. It contains several fields for personal and employment information, a section for stating the reason for leaving, and a section for returning company items.

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Employee Voluntary Resignation

Employee Name: _____ Job Title: _____
Date of Resignation: _____ Date of Hire: _____
Work Location: _____ Supervisor's Name: _____
Shift: _____ Social Security Number: _____
I voluntarily resign my employment with Beacon Specialized Living effective: _____
Date

My reason(s) for leaving my employment is:

I have returned the following applicable company items:
 Keys N/A

The following keys were returned to the Site Supervisor:

Finished documents are scanned in to
Uploads@Beaconspecialized.org.

To: **HR Uploads-HR Documentation ONLY;**

Daisy Duck Exit Interview

Attachments



HR-Employee Exit...
99.48 KB



Attached is the Employee Exit Interview for Daisy Duck.



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