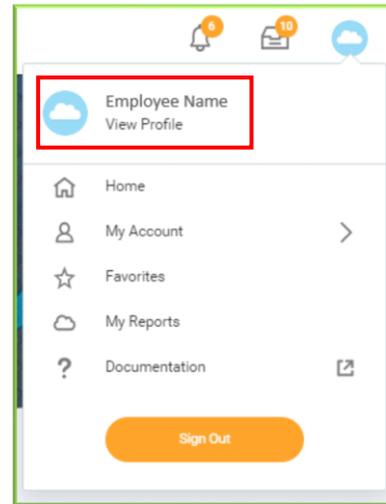You can submit your **Resignation** from the Worker Profile page. Note that the visibility of sensitive information is controlled by individual users' security profiles.
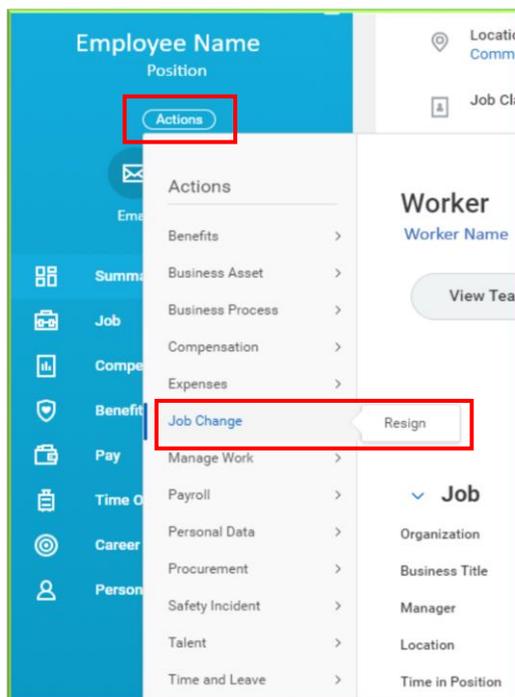
To access your Worker Profile page, log in to Workday. On your Workday Homepage, click your **Profile** icon.



1. On your Worker Profile drop-down menu, click on **View Profile**.





2. Click on the **Actions** button, hover over **Job Change**, and then click on **Resign**.

3.  On the Submit Resignation page, enter the **proposed termination date**. This should be your last day in a paid status.

4.  In the **Primary Reason** section, you can either select *Retirement*, or under the *Other* menu, select *Worker Resignation*.

5.  In the **Attachments** section you may upload a file such as a formal letter of resignation or any other documentation you'd like to submit.

6.  Enter a description of the attachment, and select a Category, for instance Retiree or Other Documents.

The employee in the demonstration below is retiring.  The last day of employment will be June 30, 2021. A formal letter of resignation has been attached.



7.  Click **Submit** and then **Done**.

**WHAT'S NEXT?**

1. Human Resources will receive and review your resignation request.

2. If you are working in a permanent position, Human Resources will contact you to schedule an exit interview.

3. Monitor your Workday inbox for a Pre-Exit Interview Questionnaire (if applicable).

4. Complete the questionnaire by answering all 24 questions.

5. Click **Submit** and then **Done**.

6. Attend the Exit Interview meeting.

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