



Resignations shall be submitted in writing with at least two weeks' notice prior to the employee's last day on payroll. The written resignation must be submitted to the employee's immediate supervisor and Human Resources, and shall state the final day of employment, the reason(s) for leaving, and if the employee has accepted a position with another state agency. Once a written resignation is submitted, only the Appointing Authority may rescind it. Written resignations shall not be refused. Upon receipt of the resignation letter, Human Resources shall send a letter to the resigning employee explaining the exit procedure, which includes an exit interview, employee benefits, and return of state property. Human Resources shall conduct the formal exit interview.

*Reference: K.A.R. 1-11-1*