



Submit Resignation



The Submit Resignation tip sheet is for all employees.

1. Select your **Profile image** > **View Profile**.
2. Under your name on the left side of the screen, select **Actions** > **Job Change** > **Resign**. Workday will open a new window.
3. Select a **Proposed Separation Date** as your proposed last day of employment.
4. Select a **Primary Reason**. Select **Voluntary** to view all available voluntary reasons.
5. Optional: Select one or more **Secondary Reasons**.
6. Attach a resignation letter containing an end date.
7. Select **Submit**. The request will route to both your Manager and HR for approval.