



Resignations shall be in writing. Two weeks' notice should be given. The written notice is to be submitted to your immediate supervisor and Human Resources, and should state the final day of employment, the reason(s) for leaving, and if you've accepted a position with another state agency. Once a written resignation is submitted, only the Appointing Authority may rescind it. Upon receipt of the resignation letter, Human Resources shall send a letter to the terminating 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*