

# ***Community Services of Northeast Texas, Inc.***

## **Personnel Policies & Procedures**

### **708 Resignation**

Effective Date: 9/1/2003

Revision Date: 8/25/2004

Resignation is a voluntary act initiated by the employee to terminate employment with the Agency. Advance notice is required for rehire eligibility. The Agency requires a three-week written advance notification for the Directors, Administrators, Managers and Supervisors. The remaining staff are required to provide a two-week written advance notice.

Written notice of resignation is to be submitted to your immediate supervisor and a copy is to be submitted to the Human Resources Director.

If an employee does not provide written advance notice as requested, the employee will be considered ineligible for rehire.

An email or text does not qualify as written notice.