

**Title: Human Resources Management
Policy - Resignation**

Policy No: 1933

**Approval: Town Council
Effective Date: January 25, 2006**



Supersedes Policy No: none

Policy Statement: The Town of Hardisty believes that an employee should provide reasonable notice of his/her intention to resign.

Purpose: To establish what constitutes reasonable notice of resignation.

Principles:

- 1) An employee is required to provide the Town of Hardisty with ten (10) work days prior written notice of resignation if he/she wishes to resign in good standing.