



Standard Operating Procedure (SOP): Resignation Documentation

Department: Human Resources

Last Updated: February 2026

Prepared by: VP, Human Resources

Purpose

To establish a consistent, compliant process for documenting all voluntary resignations through written confirmation. All resignations must be supported by written documentation.

Scope

This SOP applies exclusively to voluntary resignations.

Definitions

- **Voluntary Resignation:** A Team Member-initiated decision to end employment.
- **Written Resignation:** Resignation provided via email, letter, or signed confirmation form.
- **Verbal Resignation:** Resignation communicated verbally that requires written confirmation or documentation.
- **Voluntary Resignation Confirmation Form**
Standard company form used to document voluntary separations when a written letter or email is not provided.
- **Status Update Form:** Internal form used to notify HR of employment status changes.

Roles & Responsibilities

Role	Key Responsibilities	Timing Standard	Notes
Managers (SM & above)	Obtain written resignation or confirmation form Forward documentation to HR Submit Status Update Form Request written confirmation for verbal resignations Complete manager attestation if team member declines to sign	Same business day	Responsible for documentation capture
HR Representatives / HRBPs	Confirm receipt of documentation Maintain resignation records Process separation in HRIS/payroll Ensure compliance and retention standards	Within 1 business day of receipt	Owns processing and recordkeeping
Team Members	Provide written resignation or complete confirmation form	At time of notice	Written confirmation protects both parties



Role	Key Responsibilities	Timing Standard	Notes
	Confirm last working day		
Human Resources (Department)	Maintain forms and SOP Audit documentation completeness Provide training and guidance to managers	Ongoing	Ensures process consistency

Procedure

Written Resignation Provided (Email or Letter)

Manager must:

1. Forward resignation to HR
2. Submit Status Update Form

No additional form is required.

2. Verbal Resignation Provided

Manager must immediately request written confirmation by either:

- Email to hr@whitewatercw.com, OR
- Completion of the Voluntary Resignation Confirmation Form

Manager then:

1. Sends documentation to HR
2. Submits Status Update Form

3. Team Member Declines Written Confirmation

If the team member refuses to provide written documentation:

Manager must:

1. Complete Manager Attestation section of the form
2. Document date/time of conversation
3. Submit to HR same day

This ensures contemporaneous documentation of voluntary separation.

Timing Standards

Action	Required Timing
Obtain documentation	Same day
Send to HR	Same day
Submit status form	Same day

Documentation & Records

The following must be retained by HR:

- Written resignation or confirmation form
- Manager attestation (if applicable)
- Status Update Form



- Separation records in HRIS

Records are maintained in accordance with company retention guidelines and applicable employment laws.

Compliance & Audit

HR will periodically:

- Audit separation files for documentation completeness
- Monitor timeliness of notifications

Failure to follow this SOP may result in delayed processing, compliance risk, or corrective action.

Revision History

Date	Description	Owner
Feb 2026	Initial creation and rollout of written confirmation	HR

Disclaimer:

This Standard Operating Procedure (SOP) is intended to provide general guidance and does not create a contract, express or implied. The Company reserves the right to modify, suspend, or discontinue this SOP at any time, with or without notice. In the event of a conflict between this SOP and applicable law or Company policy, applicable law and Company policy will govern.