

## Leaving Us

### Resignations

Should you decide to leave our employment, written notice of your resignation must be given to your manager. The amount of notice you are required to give to terminate your employment is set out in your contract of employment.

It is important for us to understand the reason why you are leaving. Therefore, if you decide to leave us, you may be asked by your manager or the HR team to complete an exit questionnaire. This represents an ideal opportunity for us to gather information about why you decided to leave. Selected information gained from your completed questionnaire may be discussed amongst the Executive Directors.