

# Employee Self-Service Resignation

## Table of Contents

Introduction .....	2
HR Solutions Landing Page.....	2
Notification Resignation Form .....	3
Email Employee Will Receive .....	4
Email Manager Will Receive.....	5
Exit Survey.....	6

# Employee Self-Service Resignation

## Introduction

If an employee comes to you to provide a notice of resignation, show caring and compassionate leadership, and as appropriate, seek to understand their reason for leaving the company and if there is an opportunity to retain the employee. If the employee is fully committed to provide their resignation, request that they submit their official notification of resignation via the self-service resignation form found on HR Solutions.

## HR Solutions Landing Page

Pathway: HR Solutions > Termination, Resignation & Job Abandonment > Self-Service Resignation Form

## Private: Self-Service Resignation

Welcome to EssilorLuxottica's self-service resignation.

We are sorry to hear of you leaving us. **Thank you** for sharing your talents with our company. Please read the below information regarding resigning and how to inform us of your departure from EssilorLuxottica.

### Eligibility for rehire:

- As a reminder, for an employee to be eligible for rehire, employees must not have a formal corrective action (FCAR) within the past 12 months prior to resignation and must provide, and work, a two weeks' notice of resignation (please see EssilorLuxottica Employee Guide for more information).

### Steps required to properly submit your resignation:

- If you haven't already done so, please ensure you inform your leader of your resignation and your anticipated last day with the Company.
- Click the link below to officially submit your notice of resignation.
- Once your formal resignation is submitted via the self-service resignation form, you will receive an exit survey to your home personal email. While an exit survey is voluntary and the results are confidential, EssilorLuxottica is committed to constant growth and welcomes your feedback.

Please click on this link: **SUBMIT RESIGNATION** to be taken to the employee resignation form.

As you prepare for your last day, please refer to EssilorLuxottica's Employee Guide, page 28, for more information regarding leaving the company.

# Employee Self-Service Resignation

## Notification Resignation Form

This form will be filled out and submitted by the employee. Once submitted, a copy of this form will be retained in the employee's electronic personnel file.

# EssilorLuxottica

## Resignation Form

Please fill out the following information to submit your official resignation for your role in our company.

**\*\*Required fields are noted with an asterisk\*\***

**I wish to provide notice of my resignation from EssilorLuxottica:**

EssilorLuxottica ID: \*

Full Name: \*

Brand: \*

Personal Email: \*

Direct Supervisor's Name: \*

Direct Supervisor's Company Email:

*Please note that the final date of work should be two calendar weeks past today's date and ensure you have informed your direct supervisor of your resignation and your anticipated last day with the Company.*

My Final Date of work will be on: \*

My reason(s) for leaving: \*

**Leaving the Company -**

- On or before the associate's last day of work, all Company owned and leased property in the employee's possession must be returned to the Company. This includes, but is not limited to: Employee ID cards, Keys, Laptop computers and accompanying equipment (i.e., power cords, mice, and docking stations), mobile devices, and any other Company property.
- Employees should consult their manager regarding final pay arrangements and the termination of the employee's benefits.
- The Company will send all applicable paperwork to the employee's last current address on file, approximately two to three weeks after his/her last day of work.
- Final pay will be paid on the next scheduled payday following termination, except where otherwise required by law. Any accrued but unused Paid Time Off (PTO) or vacation time will be paid out to terminated employees in their final paycheck or in a separate paycheck following their final paycheck, depending on the state where the employee works.
- For an employee to be eligible for rehire, employees must not have received a formal corrective action within the past 12 months prior to resignation and must provide, and work, a two weeks' notice of resignation.

**\*\*Please review the information you have entered. If the information is correct, please select Yes from the drop down\*\***

# Employee Self-Service Resignation

## Email Employee Will Receive

The employee will receive this automated email addressed to the personal email address they provided on the resignation form. The email will contain confirmation of the employee's resignation and final date of employment (as provided by the employee). They will also be asked to participate in a confidential exit survey.

Dear **EMPLOYEE NAME**,

We have received notification on **DATE FORM FILLED OUT** of your resignation from the Company via the online self-service EssilorLuxottica Resignation Form.

You have submitted a final work date of **LAST DAY TO WORK**. If there is a need to alter this date, please contact your immediate supervisor.

We wish you well in your future endeavors and would appreciate your feedback on the time you spent with us. Please consider providing us that feedback via a brief survey. The survey is brief, voluntary, and confidential. Please click **here** to complete the survey.

Thank you

# Employee Self-Service Resignation

## Email Manager Will Receive

This is the email the manager will receive if the employee provides their manager's email address. Manager will also receive a .pdf attached to the email with the employee's completed resignation form.

Dear **MANAGER'S NAME**,

We have received notification on **[date]** of a resignation for **EMPLOYEE'S NAME** from the Company via the online self-service EssilorLuxottica Resignation Form.

This notification is the initial notification of this employee's intent to leave the company on this date. The employee may contact you for a need to alter this date depending on their circumstances. Note: For managers that process employee terminations, please ensure you do so timely to reflect the employee's last day.

Final work date of **[date]**.

Thank you

File and Document Information	
Lux ID	987654
Employee Name	<b>EMPLOYEE'S NAME</b>
Final Date of Work	2024-02-15

# Employee Self-Service Resignation

## Exit Survey

Employees are taken to a ten-question survey where they are asked about their experience at EssilorLuxottica.

<https://forms.office.com/e/0GgvgCtgze>

**Employee Exit Survey** ...

\* Required

We ask that you provide your EL ID to validate your ability to participate in this survey.

Please know that all responses will be treated confidentially.

1. Please enter your EssilorLuxottica ID.

Enter your answer

2. As a company, are there areas where we could have done better? (Choose all that apply to your experience with us.) \*

Pay

Work Environment & Culture

Leadership

Hours/Scheduling

Benefits

Workplace Safety

Career Pathing & Development

All areas met or exceeded my needs

**Next**