



## **RESIGNATION OF EMPLOYMENT**

If an employee chooses to resign from Hektoen, it would be fitting to provide as much advance notice as possible. An employee should set up an Exit Interview with the Director of Human Resources on or before his/her last day of work. Eligible employees will be offered COBRA insurance. Employees may choose the continuation or waiver of comprehensive medical coverage and dental coverage under COBRA. Specific information will be provided at the exit interview.