

## **RESIGNATION LETTER, EXIT INTERVIEW, AND LETTER OF REFERENCE**

### **LETTER OF RESIGNATION**

Any staff member desiring to resign is to give written notice of resignation as soon as possible before his/her intended last day of work.

The staff member's letter of resignation is confirmed in writing by the pastor / administrator within three workdays of receiving it. The confirmation letter is to acknowledge the service of the staff member, express gratitude for his / her service to the parish community where this is factual and appropriate.

### **EXIT INTERVIEW**

All staff members leaving the employ of the Parish are to be offered an exit interview. The exit interview is an opportunity for hearing a staff member's satisfaction and/or dissatisfaction with a position.

### **LETTER OF REFERENCE**

Essential elements of a letter of reference include:

1. Staff person's name;
2. Length of time employed by the parish; and
3. Position held.

It is not advisable to comment as to the quality of work.