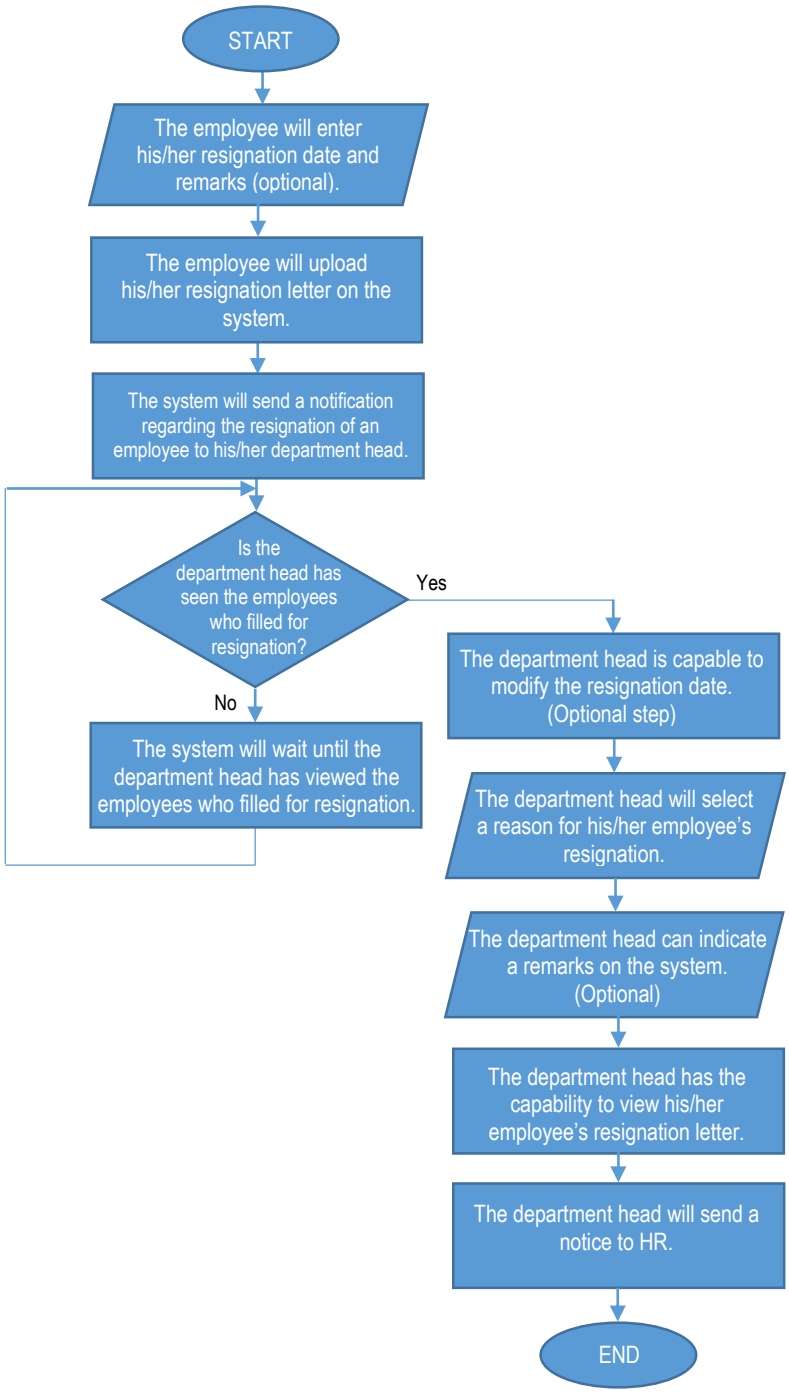
START
The employee will enter his/her resignation date and remarks (optional).
The employee will upload his/her resignation letter on the system.
The system will send a notification regarding the resignation of an employee to his/her department head.
Is the department head has seen the employees who filled for resignation?
Yes
No
The system will wait until the department head has viewed the employees who filled for resignation.
The department head is capable to modify the resignation date. (Optional step)
The department head will select a reason for his/her employee's resignation.
The department head can indicate a remarks on the system. (Optional)
The department head has the capability to view his/her employee's resignation letter.
The department head will send a notice to HR.
END