

Amina Patel
HR Business Partner
Employer HR file

Date: 14 July 2026
Our Reference: RR/D742FC8C
Document Type: HR record

Resignation Record for Amina Patel

1. CASE SUMMARY

Amina Patel, employed as HR Business Partner, submitted her resignation on 2 June 2026, with an expected last working day of 3 July 2026. The resignation is currently being processed in accordance with HRHeaven QA Sample Employer's policies and relevant employment practices.

2. BACKGROUND

Ms Patel notified the company of her intention to resign on 2 June 2026. The resignation was formally acknowledged, establishing a notice period culminating in the proposed final day of employment on 3 July 2026. The company has prepared to facilitate a smooth handover to ensure continuity of HR projects and client relationships prior to departure.

HR RECORD DETAILS

Employee
Amina Patel

Role
HR Business Partner

Case type
Process Resignation

Reference
HRA-D742FC8C

KEY DATES

Completed
14 July 2026

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3. INFORMATION CONSIDERED

The resignation notice date and expected leaving date have been confirmed.

The employee has been requested to prepare a comprehensive handover covering: her current projects, recruitment status for two vacancies within her remit, key contacts associated with client onboarding, outstanding policy drafts she is responsible for, an inventory of access credentials and licenses, and recommended successor actions for the first six weeks following her departure.

An exit interview has been offered to Ms Patel to capture feedback and complete formal separation procedures.

Additional information pending includes company property return status, arrangements for final pay and benefits calculations, and any broader contextual reasons provided for resignation. These outstanding points require follow-up to complete the file.

4. DECISION

The resignation submitted by Ms Patel is accepted. The company acknowledges the intended last working day of 3 July 2026, subject to any necessary adjustments pending the exit interview and final procedural checks.

The approach is to support the transition through a structured handover process and formal exit discussions to ensure operational and knowledge continuity within the HR function.

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5. REASONS

No specific reasons or contextual factors regarding the resignation have been documented to date. It is noted that such information may be explored and recorded during the forthcoming exit interview, subject to the employee's willingness to share such details.

No findings concerning misconduct, capability, or other matters have been identified or inferred.

6. FOLLOW-UP ACTIONS

Confirm completion of the handover documentation as specified, ensuring clarity on active projects, client contacts, recruitment status, policy drafts, and access inventories.

Arrange and conduct the exit interview with Ms Patel at the earliest suitable opportunity to collect feedback and residual information relevant to her departure.

Verify the status and return of any company property in Ms Patel's possession.

Coordinate with Payroll and Benefits teams to finalise remuneration, outstanding entitlements, and benefits reconciliation.

Assign clear owners for each follow-up task and diarise review dates to monitor timely resolution.

Review and complete any missing factual information or evidence before finalising the resignation file.

After closure, file all documentation securely within Ms Patel's personnel record in accordance with data protection and record retention policies.

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7. AUDIT INFORMATION

This record was prepared following receipt of Ms Patel's resignation on 2 June 2026 and updated up to the expected departure date of 3 July 2026.

The review scheduled for 14 July 2026 will confirm completeness and closure of the process.

The record complies with the employer's HR policies and the requirements stipulated for handling resignations, adhering strictly to the facts provided by the employer.

Responsibility for final verification of all details and compliance with company and legal standards remains with HRHeaven QA Sample Employer.

No legal advice or conclusions are incorporated; this record supports the employer's internal HR management processes.