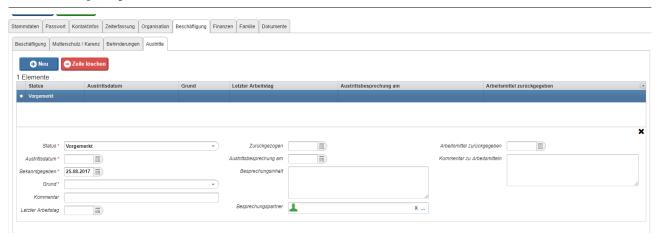# Tab Employment - Terminations



Here, you can prepare an employee for leaving the company, or you can execute it immediately, depending on how the status is set.

After saving, you will find the following:

- In the active employment stage, "**Valid to**" is set to the last day of the employment relationship.
- A new " **Terminated** " period is created as of the following day.

If a resignation is only **announced**, this has no direct effect.

The employment segments are unchanged and the notice has not yet become effective.

Up to the notice date, it is still possible for the personnel manager to "**cancel**" the leaving:

- **Select** the marked resignation
- Click on "**Edit**".
- Change status from "**announced**" to "**withdrawn**"
- Click on "**Save**"

Withdrawal of the termination causes:

- The employment relationship remains valid unchanged.