Resignation SUBMISSION

HSRC INTERNSHIP PROGRAMME

1 **Log in to the HSRC Intern Portal**
https://internportal.hsrc.ac.za
Use your credentials to sign in to your account.

2 **Go to 'Manage Resignation' from left-hand menu.**
On your portal dashboard, select 'Manage Resignation" tab

3 **ADD** **Click 'Add Resignation**
Choose the "Add Resignation" button
to begin the process.

4 **Fill in Required Information**
Provide the reason for your resignation
(e g., personal reasons, new opportunity)
and select your last working day.

5 **Upload Supporting Documents**
- Download the HSRC Exit Form then complete
  the online form and upload the signed Exit Form.
- Atter approval, please complete the
  exit questionnaire

6 **Submit for Approval**
Review your submission and click "**submit**"
to send it for approval.