

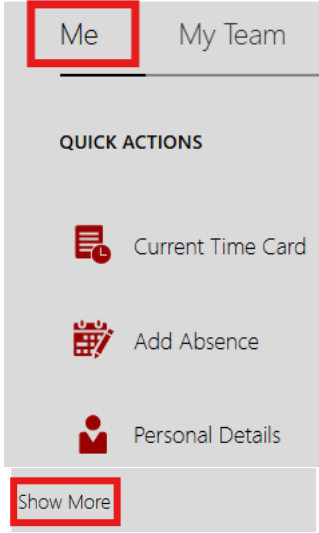
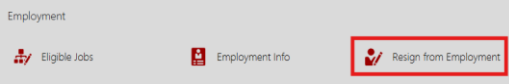
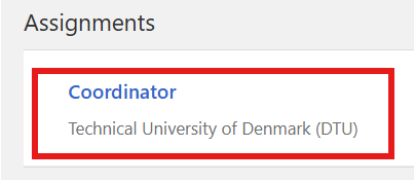



<b>Category</b>	DTU Fusion – Employee guideline	
<b>Subject</b>	M04 – Send notice of resignation	
<b>Responsible</b>	Corporate HR	
<b>Updated</b>	November 2025	

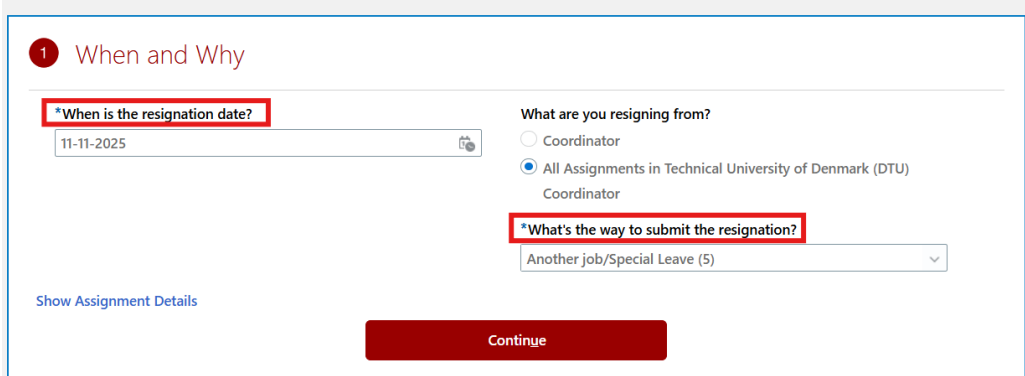
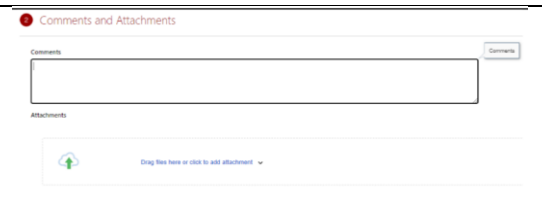

Your notice of resignation is processed in three steps:



Please be aware that if you are transferring to another position within DTU, you should not submit a notice of resignation via DTU Fusion. You are still required to inform your manager in writing.

Step	Explanation	Navigation
Open DTU Fusion	Open <a href="#">DTU Fusion</a> in Google Chrome. Log in with your initials. If you do not have a password, <a href="#">click here</a> .	
Select Show more under Quick Actions	Select <b>Me</b> on the menu bar and then click <b>Show more</b> under Quick Actions on the left side of the page.	
Select Resign from Employment	Click on <b>Resign from Employment</b> under the Employment section.	
Choose Employment	Click on the assignment that you wish to resign from.	

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<p>Enter the Resignation Date and Reason</p>	<p>Enter <b>Resignation Date</b> and <b>Reason (choose from the drop-down menu)</b>.</p> <p>As a rule, the resignation date is end of month. For instance, if you resign at the end of November + 1 month, then your resignation date is 31st of December.</p> <p>The following reasons are available to choose from:</p> <ul style="list-style-type: none"> <li>• Another job/Special Leave (5)</li> <li>• Illness (2)</li> <li>• Moving abroad (20)</li> <li>• Own resignation w/o reason (8)</li> <li>• Retirement (1)</li> </ul> <div data-bbox="432 819 1461 1193" data-label="Form">  </div> <p>Please note that if you have multiple employments at DTU, you must select the employment relationship(s) you wish to resign.</p> <p>Then click on <b>Continue</b>.</p>
<p>Add comment and/or attachment</p>	<p>You have the option to add a comment or attach a document.</p> <div data-bbox="954 1464 1498 1666" data-label="Form">  </div>
<p>Select Submit</p>	<p>Click on <b>Submit</b> to send your resignation.</p> <div data-bbox="1018 1682 1433 1800" data-label="Form">  </div>