

# Ending your employment

If you want to terminate your contract (for example, because there is no budget or you have another job), a formal notice of termination with the following details is required:

- Date of the letter (at least two weeks before the end of the desired contract end date)
- Sentence "I hereby terminate my employment contract with effect from" (date: the last day of the last month of employment)
- Your registration address, first and last name and membership number
- Address of the cooperative: SMartDe eG **or** Smart Bildungswerk gGmbH, Franz-Mehring-Platz 1, 10243 Berlin
- Signature (digital or original)

The original signed notice of termination can be sent to us by post plus e-mail or only by e-mail. The date of termination must be before the desired termination date.

**Example:** The employment contract runs until March 31. The employment contract is to be terminated in February. The notice of termination must be submitted two weeks before February 1. If your employment with Smart ends, you must ensure that you continue to have health insurance yourself. If you have any questions, you can of course contact us.

**Don't have any new orders?** Contact us, we will try to find an individual solution. For example, we can reduce your salary or offer you unpaid leave.

**Do you still have budget left after payment of the last salary?** Please let us know in time, if you want to get your total budget out till the end of your employment.

**Terminating your employment contract does not mean terminating your membership with Smart.** We recommend that you retain your membership of the cooperative so that you have the flexibility to resume your employment when you need to.

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