

## Notice of Voluntary Resignation

### Completed by Employee:

Company Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Requested Final Day: \_\_\_\_\_

### Employee Contact Information:

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Forwarding Address:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Apt. #

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

### Resignation Statement:

Please accept my voluntary resignation from employment with this Company effective on the date I have indicated above (or the date acceptable to the Company by mutual agreement).

Reason for resigning:

☐ New Employment

☐ Other

Please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Completed by Supervisor

Resignation date acceptable to the company?

☐ Yes

☐ No

If "No", proposed resignation date: \_\_\_\_\_

Supervisor or management comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Acknowledgment:

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Management Signature: \_\_\_\_\_

Date: \_\_\_\_\_