

Employee Resignation Form Template

Full Name: _____

Employee ID: _____

Department: _____

Position/Title: _____

Date of Resignation Submission: _____

Last Working Day: _____

Reason for Leaving (Select One):

- Accepted New Role
- Relocation
- Retirement
- Personal Reasons
- Other: _____

Acknowledgment:

- I confirm that all assigned company materials will be returned before my final day of employment.
- I agree to settle all pending dues and complete the exit process.

Comments (Optional):

Signature: _____

Date: _____