

# Resignation Form for Employee to Sign

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

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

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Resignation Notice Submission: \_\_\_\_\_

Last Working Day: \_\_\_\_\_

## Reason for Leaving:

- Accepted New Position
- Personal Growth
- Health Reasons
- Retirement
- Other: \_\_\_\_\_

## Acknowledgment:

- I will return all company property, including files and keys, by my last working day.
- I understand the company will provide my final paycheck as per its payroll schedule.

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

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

HR/Manager Signature: \_\_\_\_\_

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