

## (VOLUNTARY) RESIGNATION

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

Social Security Number: \_\_\_\_\_

I voluntarily resign my employment with: \_\_\_\_\_

Effective: \_\_\_\_\_

Month

Day

Year

My reason(s) for leaving are: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Forwarding Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date