

VOLUNTARY RESIGNATION

Name: _____	Employee Number: _____
Position: _____	Department: _____

I, _____, hereby voluntarily tender my resignation to be effective
(*Name Of Employee*)

on _____ for the following reason(s):
(*Month/Day/Year*)

- ☐ Found a better job opportunity/career development.
- ☐ Not satisfied with compensation and/or benefits.
- ☐ Issues with supervisor, coworkers, and/or company culture.
- ☐ Personal circumstances
- ☐ Retirement
- ☐ Other reason(s)

(*Additional Information*) _____

Please indicate your contact information below.

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone Number: _____

Employee's Signature

Date (*Month/Day/Year*)

Distribution: Original To Employee Personnel File