

## Resignation Notice

### EMPLOYEE'S NOTICE OF VOLUNTARY RESIGNATION

**DATE:** \_\_\_\_\_

**TO (Supervisor):** \_\_\_\_\_

**FROM (Employee):** \_\_\_\_\_

**REGARDING:** Voluntary Termination of Employment

This memo is to inform my employer that I am voluntarily resigning my position with the employer, effective \_\_\_\_\_.  
(Date)

Reason for resignation (optional): \_\_\_\_\_

I understand that, if this Notice is being provided prior to my last day of employment, it is expected that I will maintain the same level of work and integrity through my last date of employment.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CONFIRMATION OF RECEIPT OF THIS NOTICE:

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For The Employer Group Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_