

Official Resignation Notice Form

This **official resignation notice form** sample ensures a professional and clear communication of your intent to resign, including necessary HR approval for proper documentation. It helps streamline the resignation process and maintains transparency between the employee and the organization. Using this form supports a smooth transition and record-keeping for both parties involved.

Employee Name:

Employee ID:

Department:

Position/Title:

Email Address:

Immediate Supervisor:

Resignation Notice Date:

Proposed Last Working Day:

Reason for Resignation (optional):

Transition/Hand-over Plan (if any):

Employee Signature:

Date:

HR Approval Section

HR Representative Name:

Approval Date:

Approval Status:

Pending

HR Comments/Note:

HR Signature: