

# Employee Notice of Resignation

Download this **printable employee notice of resignation letter form template** to professionally inform your employer about your decision to resign. The template ensures clarity and helps maintain positive relations during your transition. Easily customizable for any job position or notice period requirements.

**Employee Name:**

Your full name

**Position/Job Title:**

Your position

**Department:**

Department (optional)

**Date of Submission:**

**Manager/Supervisor Name:**

Supervisor's name

**Last Working Day (after notice period):**

**Reason for Resignation (optional):**

(Optional) Briefly state your reason

**Farewell Message/Thanks (optional):**

(Optional) Express gratitude or write a brief farewell

**Employee Signature:**

**Date:**

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