

Resignation Notice Form Sample

Use this **resignation notice form sample** to professionally inform your employer of your intention to leave, providing a standard two weeks' notice. It ensures clear communication and helps maintain a positive relationship during your transition. Download and customize the template to suit your needs.

Employee Information

Full Name:

Position/Title:

Department:

Resignation Notice

Date:

To (Supervisor/Manager):

Resignation Letter:

Dear [Supervisor/Manager Name],
Please accept this letter as formal notification of my resignation from my position as [Your Position] at [Company Name]. My last working day will be two weeks from today, on [Last Working Day, e.g., June 30, 2024]. I appreciate the opportunities and experiences I have gained during my time with the company. I will do my best to ensure a smooth transition during my remaining time here.

Employee Signature

Signature:

Date:

Submit Resignation Notice