

# Simple Resignation Notice Form Sample for Employees

This **resignation notice form** sample provides a straightforward template for employees to formally communicate their intent to leave a job. It ensures clarity and professionalism, making the resignation process smooth and efficient. Use this form to document your decision with essential details like last working day and reason for leaving.

**Employee Name:**

**Job Title/Position:**

**Department:**

**Supervisor/Manager Name:**

**Date of Notice:**

**Proposed Last Working Day:**

**Reason for Leaving (optional):**

e.g., new opportunity, relocation, personal reasons

**Additional Comments (optional):**

**Employee Signature:**

Type your name

**Date:**

**Submit Resignation Notice**