

# 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