

Employee Advance Notice Form Sample for Resignation

The **Employee advance notice form** for resignation is a crucial document that ensures a smooth transition by formally informing the employer of an employee's intent to leave. This form helps establish clear communication and allows sufficient time for the company to plan for replacements or redistribute responsibilities. Utilizing a standardized sample promotes professionalism and compliance with company policies.

Advance Notice of Resignation

Employee Name:

Employee ID:

Department:

Position:

Date of Notice:

Proposed Last Working Day:

Reason for Resignation (optional):

Additional Comments (optional):

Employee Signature:

Date:

Submit Notice