

Prior Notice Form Sample for Employee Resignation

Use this **prior notice form sample** for employee resignation to ensure a smooth and professional transition. It provides a clear and concise template for employees to formally communicate their intent to resign. This form helps maintain proper documentation and supports organizational planning.

Employee Resignation Prior Notice Form

Employee Name:

Employee ID:

Department:

Position/Title:

Date of Notice:

Proposed Last Working Day:

Reason for Resignation (optional):

Additional Comments:

Declaration:

I hereby submit my formal notice of resignation from my position at [Company Name]. I intend to serve my notice period as required by company policy and will ensure a smooth handover of my responsibilities.

Employee Signature:

Date: