



## ***EMPLOYEE RESIGNATION***

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**WORKSITE NAME:** \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**DATE AND TIME:** \_\_\_\_\_

I hereby submit my resignation effective: \_\_\_\_\_

I wish to make clear that I have no claims or grounds for any claims against my employer based on my time of employment with the Company.

I certify that I have not removed from company property any business information including, but not limited to, customer lists and information, computer reports, etc. except as noted below where I have acknowledged the item(s) to be returned timely.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
***EMPLOYEE SIGNATURE***

\_\_\_\_\_  
***DATE***