

VOLUNTARY SEPARATION

Date of notice _____ Employee name _____

Effective date _____ Position/Department _____

This is my official notice of resignation from the _____ company.
My reason for resigning: (attach letter if given)

I have no claims or grounds for claims against my employer during my employment.
My resignation is voluntary and is not a forced leaving.

Employee's signature/date

Accepted _____

Date _____

Supervisor's signature/date

Witness's signature/date