**Employee Resignation Form**

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| --- | --- | --- | --- |
| **Company Name:** |  | | |
| **Department:** |  | **Date of Submission:** |  |

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | | |
| **Employee ID:** |  | Designation/Job Title: |  |
| **Department:** |  | Date of Joining: |  |
| **Contact Number:** |  | Email Address: |  |

**Section 2: Resignation Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Effective Date of Resignation:** |  | Last Working Day: |  |
| **Total Notice Period:** | (Days) |  |  |
| **Reason for Resignation:** | ☐ Personal & Family Reasons ☐ Better Opportunity ☐ Relocation ☐ Health Reasons ☐ Retirement ☐ Others: | | |

**Section 3: Feedback (Optional)**

1. What did you value most about your employment here?

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1. Any suggestions for improvement?

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|  |

1. Would you consider rejoining the company in the future? ☐ Yes ☐ No

**Section 4: Acknowledgment**

I hereby submit my resignation from the above-mentioned position. I confirm that I will complete all required handovers, return company property, and comply with exit procedures.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

**Section 5: Supervisor / HR Review**

| **Field** | **Details** |
| --- | --- |
| Supervisor’s Name |  |
| Comments / Recommendations |  |
| Supervisor’s Signature |  |
| HR Officer’s Name |  |
| HR Remarks |  |
| HR Signature |  |

**Section 6: Final HR Use**

| **Item** | **Verified / Completed** | **Remarks** |
| --- | --- | --- |
| Clearance from All Departments | ☐ Yes ☐ No |  |
| Final Settlement Processed | ☐ Yes ☐ No |  |
| Exit Interview Completed | ☐ Yes ☐ No |  |

**For Office Use Only:**  
Resignation Accepted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_