Resignation form

FORM TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Name _____ Role _____ Date _____

* Required

Date you're giving notice *

_____

Last working day *

Check your notice period in your contract.

_____

Reason for leaving

Optional.

○ New role ○ Study ○ Relocating ○ Personal reasons ○ Retiring ○ Other ○ Prefer not to say

Anything you'd like us to know

Resignation letter

Optional.

Attach: Resignation letter (PDF or DOCX)

Handover notes

What you're working on, and who should pick it up.

Would you like an exit conversation?

☐ Yes ☐ No

Signature *

I'm resigning from my position.

Signature _____ Name _____ Date _____

For the reviewer

Reviewed by _____ Decision _____ Date _____ Notes _____