

# Voluntary Resignation Form

Date:

---

Name:

---

Job Title:

---

Address:

---

Phone/Email:

---

Supervisor Name:

---

Company Name:

---

Company Address:

---

Dear \_\_\_\_\_ [supervisor name]

Please accept this letter as my formal notice of resignation from  
\_\_\_\_\_ [Company name], effective  
\_\_\_\_\_ [date].

My reason(s) for leaving are: \_\_\_\_\_ [explain]

Forwarding Address: \_\_\_\_\_ [street, city state, zip  
code]

Sincerely,

---

[Sign here]

---

[Printed Name]

cc

---

[Names for copies]