Today’s Date

Employee Name  
Title

Department

Please be advised that in recognition of my employment-at-will status, I voluntarily submit my resignation with **<COMPANY NAME>** and intend to terminate my employment with the company effective **<DATE>.** .

In accordance with company policy, I will return all company property as required.

Please send paychecks or other correspondence to the following address:

|  |
| --- |
|  |
|  |

Resignation reason or other comments:

|  |
| --- |
|  |
|  |
|  |
|  |

I do ( ) / do not ( ) authorize **<COMPANY NAME>** to release references to prospective employers.

Sincerely,

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | |  |  |  |
|  |  | | |  |  |  |
|  | *Employee signature* | |  |  | *Date* |  |
|  |  | |  |  |  |  |
|  | *Printed Name* | |  |  |  |  |