**Notice of Resignation**

Date:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby give my notice of resignation with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

My last day worked will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am/am not (circle one) giving a two weeks notice.

My reason(s) for resignation is (are) as follows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that I must promptly return all property and equipment issued to me by the company pursuant to the employee handbook.

EMPLOYEE SIGNATURE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_