

**SAMPLE VOLUNTARY RESIGNATION FORM**

Please be advised that I, \_\_\_\_\_ voluntarily resign my  
employment with \_\_\_\_\_,  
effective \_\_\_\_\_.  
(Date)

My reason/reasons for resigning is/are:

---

---

---

---

---

---

---

---

Date: \_\_\_\_\_

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Employee's Social Security #)

\_\_\_\_\_  
(Manager's Signature)