



# APPENDIX J

## Sample Employee Resignation Form

Download this Sample Employee Resignation Form on our website: [www.arbusinessnavigator.com](http://www.arbusinessnavigator.com)

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

Dear \_\_\_\_\_,

This letter represents my official notice of resignation from my position of \_\_\_\_\_ with \_\_\_\_\_ be made final on the \_\_\_ day of \_\_\_\_\_, 20\_\_.

It has been with great pleasure to be alongside the individuals at \_\_\_\_\_ and I will always appreciate the experience and knowledge I gained during my time here.

I hope the notice-period is enough for you to find a replacement. Furthermore, please let me know of any help that I could be to train or assist the person that will take over my position.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name