



**ACME TECH**

software as a service

**ACME TECH Company**  
3147 Patterson Street, Houston, TX, 77002

info@acmetech.com - www.acmetech.com  
(123) 1234567

# EMPLOYEE RESIGNATION RECORD

## EMPLOYEE DETAILS

---

Name

Department

Date Started

Date of Exiting

## EVALUATION

---

**Which of the followings is the reason behind your resignation?      Other**

- Unsatisfactory Salary
- Insufficient Career Growth
- Other (Please specify below)

**How did you find the company's professional working environment?**

- Unfavorable     Growth Oriented

**What kind of hurdles did you face professionally in the due course of your tenure?**

- Lack of official coordination     Misbehaviour of staff

**Did the concerned department take any course Cause of action against your reported complaints?**

Yes

No (Please mention the cause below)

**Have you collected your total compensation and this month's salary from the accounts department?**

Yes  No

**Any Remarks?**

---

## STATEMENT OF RESIGNATION

As of the date of \_\_\_\_\_, I declare that I have resigned from the \_\_\_\_\_ position that I started in the \_\_\_\_\_ department.

I request that the necessary procedures be initiated regarding my resignation. Depending on my resignation, I request that all my social rights and guarantees be paid before I leave.

Thank you in advance for your attention.

-----



This document is a PDF copy of **Employee Resignation** template. You can edit it with **Jotform Sign** and convert to an eSign document with **Jotform Sign**.



## Learn More About Jotform PDF Products

Jotform offers powerful PDF solutions. Check them out below.

### Jotform PDF Editor

Turn form submissions into PDFs automatically ready to download or save for your records.

[jotform.com/products/pdf-editor/](https://jotform.com/products/pdf-editor/)



### Smart PDF Forms

Convert your PDF files into online forms that are easy to fill out on any device.

[jotform.com/products/smart-pdf-forms/](https://jotform.com/products/smart-pdf-forms/)



### Jotform Sign

Collect e-signatures with Jotform Sign to automate your signing process.

[jotform.com/products/sign/](https://jotform.com/products/sign/)



These templates are suggested forms only. If you're using a form as a contract, or to gather personal (or personal health) info, or for some other purpose with legal implications, we recommend that you do your homework to ensure you are complying with applicable laws and that you consult an attorney before relying on any particular form.