|  |
| --- |
| **INSERT YOUR LOGO HERE** |

**EMPLOYEE RESIGNATION**

Employee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby resign from the employment of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and wish to leave employment on the following date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I certify that I am resigning of my own free will and have not been forced to resign in any way whatsoever.

Signed…………………………………(Employee) Date…………………...

Signed…………………………………(Witness) Date………...………….

##### FINAL SETTLEMENT

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge receipt of the following in full and final settlement of all and any claims and / or disputes which may arise now or in the future as a result of the termination of my contract.

|  |  |  |
| --- | --- | --- |
|   | R | C |
|  |  |  |
| Wages |  |  |
| Notice |  |  |
| Leave pay |  |  |
| Less deduction |  |  |
| Total |  |  |

Signed……………………………………(Employee) Date……………………...

Signed……………………………………(Witness) Date……………………...

Signed…………………………..……….(Employer) Date……………………...