

EMPLOYEE RESIGNATION RECORD

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EMPLOYEE DETAILS

Name:

Department:

Date Started:

Date of Exiting:

EVALUATION

Which of the followings is the reason behind your resignation?

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

Other:

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 of action against your reported complaints?

Cause:

☐ 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.