**RESIGNATION LETTER**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ submit my voluntary resignation to [ORGANIZATION] effective . I am resigning because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I understand that I will be asked to participate in an Exit Interview which is designed to learn my opinions about my employment at [ORGANIZATION] and to provide me with important information regarding benefits and exiting procedures.

*Employee Signature Date*