

**Letter of Resignation (LOR)**  
**Personal & Confidential**

Branch/Client Number \_\_\_\_\_ / \_\_\_\_\_

Today's Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Client Name \_\_\_\_\_

Client Location \_\_\_\_\_

Employee Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Current Job Title \_\_\_\_\_ Dept/Div \_\_\_\_\_

**DATE OF NOTICE**

Please be advised that my last day of employment will be on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date

**REASON FOR RESIGNATION**

The reason for my resignation is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Witness Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_