

Voluntary Resignation Agreement

Date:

Employee Name:

Employee ID:

Position:

Agreement

I, , hereby voluntarily tender my resignation from my position at , effective on .

I confirm that my resignation is voluntary and not the result of coercion, pressure, or duress from any individual or party.

I agree to complete all outstanding work and will ensure a smooth handover of my responsibilities as required by the company.

Employee Signature:

Date:

Manager/Supervisor Signature:

Date: