

Receipt of Verbal Resignation

This document serves as the below employee's resignation of employment. Please give as much detail as possible based on the conversation or messages received.

Employee Name: _____ **Location:** _____
Phone: _____ **Title:** _____
Department: _____ **Date message was received:** _____
Time: _____

If someone other than the employee delivered the message, please list their name and relationship to the employee.

Name: _____ **Relationship:** _____
Effective date of resignation: _____ **Last day worked:** _____
Manager name: _____

What led to the resignation? *(Please provide as much detail as possible including dates if possible):*

Recipient of Resignation Information

Name: _____
Job title: _____ **Department:** _____
How was this information delivered to you? _____
Please list any other details pertinent to this resignation:

By signing below, I affirm that I received a verbal resignation from the employee listed above or was provided information from the recipient of the resignation, and that this form is complete and true.

Recipient Signature: _____ **Date:** _____