

Resignation Acknowledgment

Departure details, handover & signatures

OnlineSignatureForms.com: Free fillable template

This form records that the Employer has received the resignation of the Employee named below and confirms the departure details. Replace this placeholder with wording reviewed by your HR team or attorney — notice, final-pay, and resignation rules vary by country and state.

Employee

Employee name

Position / job title

Department

Reporting manager

Departure details

Resignation date (notice given)

Last working day

Reason for leaving (optional)

Handover

Handover notes and transition tasks

Signatures

Both parties sign and date. Include the employer signer's title.

Employee signature

Date

Printed name

Employer signature

Date

Printed name

Title

Fillable PDF resignation acknowledgment. General-purpose layout, not legal advice.