

Resignation Submission Form

Enables employees to formally submit resignation requests.

01 Employee Information

Employee Name

Employee ID

Department

Position

Reporting Manager

Employment Start Date

02 Resignation Details

Resignation Date

Last Working Date

Notice Period

Reason Category

Reason Details

03 Handover

Handover Plan

Handover To

Outstanding Tasks

Additional Notes

Declaration & Consent

I hereby submit my formal resignation from my position. I commit to fulfilling my duties during the notice period and ensuring a smooth handover of responsibilities. I understand that this resignation is subject to acceptance by my manager and HR. All data will be handled in accordance with Humii's Privacy Policy.

Authorized Signature

Date (DD/MM/YYYY)

Full Name (Print)

Designation