

Tel:الهاتف

Confirmation of Resignation Form

Date: \_\_\_\_\_

To: \_\_\_\_\_

We received notification from \_\_\_\_\_ (name of supervisor)  
that you  
resigned your employment on \_\_\_\_\_ (date). You mentioned the following  
reason  
(for your resignation. (Reason for resignation  
Consistent with company policy we have accepted your resignation with a final date  
of  
employment of \_\_\_\_\_.

Optional: you can leave early till the aforementioned date. And you will get paid  
according to  
the total working hours.

The final date you are actually needed to report is on .....and you will report  
to your  
supervisor as usual.

According to company policy you will go through an Exit interview which scheduled  
on  
.....and you can notify us, if this date isn't proper for you in order to reset another  
date.

Employer Signature

Employee Signature

Date Signed