Human Resource Department قسم الموارد البشرية

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