



NOTICE OF VOLUNTARY RESIGNATION

Employee Name: _____

Date of Notice Given: _____

Last Day of Work: _____

Position Title: _____

Department: _____

Are you willing to meet with Brody & Shauna for an Exit Interview: Yes No

Reason for Leaving:

- | | | |
|-----------------------------------------------|----------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Other Employment | <input type="checkbox"/> Scheduling Conflicts | <input type="checkbox"/> Unhappy w/Supervisor |
| <input type="checkbox"/> Career Advancement | <input type="checkbox"/> Home/Family Needs | <input type="checkbox"/> Unhappy w/Co-Workers |
| <input type="checkbox"/> Furthering Education | <input type="checkbox"/> Personal | <input type="checkbox"/> Not a Good Fit |
| <input type="checkbox"/> Retiring | <input type="checkbox"/> Unhappy w/Salary/Benefits | |
| <input type="checkbox"/> Moving | <input type="checkbox"/> Unhappy w/Type of Work | |
| <input type="checkbox"/> Other: _____ | | |

***Please note that if a 2-week notice is not given, you will not be eligible for rehire.**

Current Address: _____

_____ Phone #: _____

***Should your address change, be sure to update your address with us to ensure timely receipt of your W-2 Statement and any other correspondence that may be mailed to you.**

Employee Signature

Date