

قسم الموارد البشرية Human Resource Department

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 onand you will report to your _____ supervisor as usual

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

Employer Signature

Employee Signature

Date Signed