

نموذج قبول استقالة

Human Resource Department

Tel:

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

\_\_\_\_\_  
Date Signed