

**ATTN: Payroll Department
Resignation Letter**

Today's Date: _____

I, _____ am resigning from my position with Source 1
(Employee Name)
Security effective _____ . The last day I will be available for
(Today's Day)
work is: _____ . Social Security Number: ____ - ____ - ____
(Last day you will work)

Reason for resigning:

Print Name

Signature

Date