



RESIGNATION FORM

EMPLOYEE DETAILS			
Name		Designation	
Department	Employee ID	Current Salary	D.O.J

I am submitting my resignation from the duties assigned to me by K-Span General Contracting with effect from date: _____ for the following reasons:

1

2

Signature & Date:

FOR DEPARTMENT MANAGER:		SIGNATURE
<input type="checkbox"/> Approved	Remarks:	
<input type="checkbox"/> Not approved		

FOR HR DEPARTMENT USE:		SIGNATURE
<input type="checkbox"/> Approved	Remarks:	
<input type="checkbox"/> Not approved		

FOR GENERAL MANAGER USE:		SIGNATURE
<input type="checkbox"/> Approved	Remarks:	
<input type="checkbox"/> Not approved		