



## EMPLOYEE RESIGNATION NOTIFICATION FORM

AS SOON AS YOU HAVE MADE THE DECISION TO RESIGN, PLEASE COMPLETE AND SUBMIT THIS FORM TO YOUR MANAGER. PLEASE KNOW THAT IF YOU JUST STOP SHOWING UP FOR YOUR SHIFT, IT MAY ADD DAYS OR WEEKS TO THE TERMINATION PROCESS. WE HAVE TO BE PROPERLY NOTIFIED IN ORDER TO PROCESS YOU AS A TERMINATED EMPLOYEE AND ISSUE FINAL WAGES. RESIGNATION WITHOUT WRITTEN NOTICE MAY DELAY ANY FINAL WAGES OWED TO YOU.

Printed Legal Name \_\_\_\_\_ Store \_\_\_\_\_

Last Day Worked \_\_\_\_\_ Date of Resignation \_\_\_\_\_

*It is very important to make sure that we have your correct information so that we may be able to contact and issue any financial documents for payroll or tax purposes (such as W2's, final pay, etc.). Please remember that these documents may be mailed or emailed to the address that you have on file. If you change this information before the year end, please remember to notify our main office of an address or email change so that you will be able to receive those end of year tax documents.*

Please list your current: Email Address \_\_\_\_\_

Mailing address \_\_\_\_\_ Apt/Lot/Unit # \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Postal Code \_\_\_\_\_ Phone # \_\_\_\_\_

Please select primary reason/s for resignation:  Other Employment  Relocating / Moving  Retirement  
 School  Military  Personal Reasons  Other \_\_\_\_\_

Please include any additional resignation comments:

I understand that effective upon the receipt of this form to Fleming Subway Restaurants Inc. Human Resources Director, termination paperwork/process shall begin. This shall include updating current contact information, generating separation notice, and processing all final wages owed. You may submit to your manager, area supervisor, general manager, or directly to HR at [melissa@thefleminggrouppllc.com](mailto:melissa@thefleminggrouppllc.com).

**This form constitutes my voluntary resignation from Fleming Subway Restaurants Inc.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_