
NOTICE OF RESIGNATION

To: REACO HEATING & AIR CONDITIONING, INC. _____

From: _____

Subject: **NOTICE OF RESIGNATION** _____

Date: _____

This is to inform you that effective (Date) _____

I will resign from my employment with The Company for the following reason(s):

LAST DAY TO BE WORKED: _____

If you have accepted (or in the process of accepting) a position from another company, please complete this section:

Do you consider your NEW job to be substantially better? Yes No

Your new job title: _____

The rate of pay: _____ per _____

SIGNED

Employee Signature

Date

ACKNOWLEDGED

Authorized Signature

Date