|  |  |  |  |
| --- | --- | --- | --- |
| **Resignation Certificate** | | | |
|  | | **Date\*：** | |
| **Name \*** |  | **Department \*** |  |
| **Job Title** |  | **ID Number \*** |  |
| **Gender** |  | **Date of Birth \*** |  |
| **Employment date\*** |  | **Last Working Date\*** |  |
| **Resignation Reason** |  | | |
| **Remarks** |  | | |
| **We hereby certify that all the above information is true and correct** | | | |
| **Company \***  **( Full Name)** |  | | |
| **Authorized Signatory \*** |  | | |
| **Company Address \*** |  | | |
| **Company Seal** |  | | |