Goodwill
SAN FRANCISCO BAY

Voluntary Resignation Form

I _____, confirm that I will be voluntarily resigning from
Print Full Name
my position at Goodwill of the San Francisco Bay as of _____.
Date

The reason for my resignation is:

_____

_____

_____

_____

Final Pay

Team Members enrolled in direct deposit or pay card will receive their final pay via their pre-selected payment method, direct deposit or pay card, unless revoked by the Team Member for the final wage payment. If a Team Member does not utilize direct deposit or a pay card for final wage payment (i.e., utilizing a physical check instead), then please select your final check delivery preference below:

☐ Mail to my home address, listed below:

_____

☐ Pick up at my assigned work location

Note: If resignation is given with less than 72 hours' notice and you are not enrolled in direct deposit or pay card, your final check will be mailed to your home address.

_____	_____	_____
Team Member Name	Team Member Signature	Today's Date
_____	_____	_____
Manager Name	Manager Signature	Today's Date