

Voluntary Resignation

Date: _____

Dear Worldwide Travel Staffing,

Please accept this letter as formal notice of my voluntary resignation from Worldwide Travel Staffing. My last day of employment will be _____ .

I acknowledge and understand that my employment status with Worldwide Travel Staffing will be updated to “voluntary resignation, inactive, and in good standing.” I also understand that when I am ready, instructions on how to return to active status with Worldwide Travel Staffing can be found in the Field Staff Handbook and on the company website.

Sincerely,

Full Name: _____

Signature: _____ Date: _____