

# Resignation Evaluation Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Resignation Evaluation Report for [Employee's Name]

## Introduction

This report summarizes the evaluation of the resignation submitted by [Employee's Name], who served as [Job Title] in the [Department Name] from [Start Date] to [End Date].

## Reason for Resignation

[Briefly outline the reasons provided by the employee for their resignation.]

## Performance Overview

[Summarize the employee's performance during their tenure, including strengths and areas for improvement.]

## Feedback from Supervisor

[Include feedback from the employee's direct supervisor regarding their performance and contributions.]

## Impact on Team/Department

[Discuss the potential impact of the resignation on the team/department and any plans for transition.]

## Conclusion

In conclusion, [summarize the overall evaluation and any recommendations regarding future staffing or improvements].

## Next Steps

[Outline any next steps regarding the resignation process and transition plans.]

Thank you for your attention to this matter.

Sincerely, [Your Name]