

Certificate of Resignation

To:

We certify that you have resigned this company on _____, 20____, for the
Following reason.

Date of certificate: _____, 20____

Company's Name

Employer's Name

- ① Personal Reason (except ②)
- ② Early Retirement at the suggestion of the Company
- ③ Mandatory Retirement
- ④ Expiration of contract period
- ⑤ Transfer or Loan
- ⑥ Others: Due to _____ (_____)
- ⑦ Dismissal (Reason is on the attached sheet.)

※ Put a circle on the applicable number.

※ If a worker who has been dismissed does not request the reason for dismissal, delete "(due to the reason for the attached sheet)" in ⑦ with a double line and do not issue the attached sheet.

1. Dismissed due to difficulty in continuing our business by natural disasters or other unavoidable reasons.
(*specific reason:*)

2. Dismissal due to our circumstances such as business reduction/restructuring.
(*specific reason:*)

3. Dismissal due to your serious violation of a job order.
(*specific reason:*)

4. Dismissal due to your improper conduct in business.
(*specific reason:*)

5. Dismissed due to poor work such as having been absent from work for a considerable period of time.
(*specific reason:*)

- f. Others
(*specific reason:*)

※ Put a circle on the applicable number and write the specific reason.