

Mammoth Holdings

Voluntary Resignation-Demotion Form

Name _____ Today's Date _____

Position _____ Last Day in Position _____

Work Location
& Supervisor _____

Reason for Leaving Employment/
Reason for Demotion Request: _____

Additional Comments: _____

Present Address
(if applicable):

Mailing Address

City / State / Zip Phone

Forwarding Address
(if applicable):

Mailing Address

City / State / Zip Phone

This form should be completed by the team member and submitted to the team member's direct supervisor. The supervisor should submit the form within the applicable workflow. Any approval for voluntary demotion must be reviewed by Human Resources. If there are any changes in the information above, the team member should notify their direct supervisor immediately and/or update their information in the Paylocity app.

Employee Signature

Date