



**AARON THOMAS COMPANY, INC.**

**CONTRACT PACKAGING**

7421 Chapman Avenue • Garden Grove, CA 92841-2109 • (714) 894-4468 • FAX (714) 895-4800  
5649 Distribution Drive • Memphis, TN 38141 • (901) 360-0516 • FAX (901) 360-0573  
21561 W. Division St, Crest Hill IL 60403 • (815) 272-2950 • FAX (815) 272-2951

**EMPLOYEE RESIGNATION FORM**

*If you would like to talk to someone in Human Resources before completing this form, please call:  
(714)894-4468 PST 8:00 am. – 5:00 p.m.*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Social Security Number (Last 4 digits only): XXX-XX-\_\_\_\_\_

Division Location: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Resignation Effective (mm/dd/yyyy): \_\_\_\_\_

Reason for Resignation:

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**I certify that this resignation is executed by me voluntarily and of my own free will.**

\_\_\_\_\_  
**Employee Signature                      Date**

\_\_\_\_\_  
**Print Name**

Please be aware that we will send your final W-2 tax document to the address that we have on file. Should you relocate, you will want to update your address with us to ensure timely receipt.

To email a scanned copy, submit to [ebacon@packaging.com](mailto:ebacon@packaging.com) or [ypineda@packaging.com](mailto:ypineda@packaging.com)  
To mail a copy, send to: 7421 Chapman Ave, Garden Grove CA 92841  
Attention: Human Resource Department