RGF Oil, Inc.

VOLUNTARY RESIGNATION LETTER

Date: _____

Employee Name: _____

Employee Address: _____

Employee Phone #: _____

To: RFG Oil, Inc. d/b/a Valvoline Instant Oil Change Store#: _____

Store Location: _____

Effective _____, I voluntarily resign my position as _____.
(date) (title)

Reason(s):

__Dissatisfied with pay.
__Dissatisfied with Hours.
__Relocation.
__Retirement
__Returning to School.
__Family Reasons.
__Other (not work related)-please explain below.
__Dissatisfied with Job Requirements/Type of Work.
__Dissatisfied with Location.
__Dissatisfied with Promotional Opportunities.
__Dissatisfied with Personal Appearance/ Dress Code Requirements.
__Not returning from Leave of Absence.
__Health Reasons (Not work related).

Your experience at RFG Oil is very important to us. If you marked other or would like to go into more detail for the reason you are leaving RFG Oil Inc., please use the space provided below. Use extra sheets of paper if necessary.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Sincerely,

_____
(Signature)

_____
(Print Name)

revised 3/5/2009-RB