

TWO WEEK RESIGNATION LETTER

Employer Information:

Company Name: _____

Company Address: _____

Employee Information:

Full Name: _____

Position: _____

Address: _____

Date: _____

Dear Sir/Madam,

I hereby formally resign from my position at the company, providing two weeks' notice of my intention to terminate my employment. This notice period is in accordance with the minimum requirements under the Fair Work Act 2009 (Cth) and any applicable employment contract or enterprise agreement.

My last working day will be two weeks from the date of this letter. I am committed to ensuring a smooth transition of my duties and responsibilities during this period and will assist in handover processes as required.

I would like to take this opportunity to thank the company and my colleagues for the opportunities and support provided during my employment. I wish the company continued success in the future.

Please let me know if there are any formalities or paperwork I need to complete before my departure.

Yours sincerely,

Signature

Full Name

Note: This resignation letter complies with Australian employment law requirements, specifically the Fair Work Act 2009 (Cth). It is recommended to keep a copy of this letter for your records.

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