

## BASIC RESIGNATION LETTER

To: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

From: \_\_\_\_\_

Your Full Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

I hereby formally resign from my position at the company, effective immediately upon delivery of this letter or as otherwise agreed upon. I appreciate the opportunities and experience gained during my tenure.

**Reason for Resignation (Optional):**

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**Notice Period:**

I understand that under Australian employment law, I am required to provide the notice period as stipulated in my employment contract or as prescribed by the Fair Work Act 2009. I intend to comply fully with these obligations.

**Handover and Transition:**

I am committed to ensuring a smooth transition and will assist in handing over my responsibilities to the appointed personnel during the notice period.

Please let me know if there are any formalities I need to complete before my departure. I wish the company continued success in the future.

**Employee Signature**

**Date**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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