

HOW TO WRITE A RESIGNATION LETTER

Your Name: _____ Your Address: _____

Recipient's Name: _____ Company Name: _____

Recipient's Position: _____

1. Opening Salutation

Begin your resignation letter with a formal salutation. If you know the name of your manager or supervisor, address them directly (e.g., Dear Mr. Smith). If unsure, use a generic salutation such as Dear Manager.

2. Statement of Resignation

Clearly state your intention to resign from your position. Specify your job title and confirm that you are resigning from your current role.

3. Notice Period

Include your final working day by providing the notice period required by your employment contract or under Australian employment law. Typically, this is two weeks or the period agreed upon.

4. Expression of Gratitude

Thank your employer for the opportunity to work in the role and for any professional development or experiences gained during your employment.

5. Offer of Assistance

Express your willingness to assist with the transition or handover process to ensure a smooth changeover.

6. Closing Statement

Conclude the letter with a professional closing statement, wishing the company continued success.

7. Formal Closing

End the letter with a formal closing such as Yours sincerely or Kind regards, followed by your signature and printed name.

Additional Guidance

Legal Compliance and Considerations under Australian Law: - Ensure that your notice period complies with the terms stipulated in your employment contract or the National Employment Standards (NES). - Maintain professionalism and avoid including any negative or defamatory remarks. - Retain a copy of your resignation letter for your records. - Submit the letter in writing, either via email or hard copy, depending on your workplace policies. - Your resignation takes effect once the employer acknowledges receipt, except if otherwise specified in your contract. - If you have any doubts regarding your rights or obligations, seek advice from the Fair Work Ombudsman or a qualified employment lawyer.

Sample Resignation Letter Template

Your Name Your Address Recipient's Name Company Name Company Address Dear [Manager's Name], I am writing to formally resign from my position as [Your Job Title] with [Company Name], effective at the end of my notice period of [insert notice period, e.g., two weeks], in accordance with my employment contract. I would like to take this opportunity to sincerely thank you and the company for the support, guidance, and opportunities provided to me during my time here. I have greatly valued the experience and skills developed while working with the team. I am committed to ensuring a smooth transition and am happy to assist in training a replacement or handing over my responsibilities. Please let me know if there are any additional steps you require from me during this period. Thank you again for the opportunity to be part of [Company Name]. I wish you and the company continued success in the future. Yours sincerely, _____ Your Name

Employee Signature

Employer Signature

Signature: _____

Signature: _____

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