

NOTICE LETTER TO EMPLOYER

Employer Name:

Employer Address:

From:

Employee Full Name:

Employee Address:

Position Held:

Subject:

Notice of Resignation / Termination of Employment

Dear Sir/Madam,

I am writing to formally notify you of my intention to resign from my position as stated above. This notice is given in compliance with the relevant provisions under Australian employment law and our employment contract. Please accept this letter as my official notice of resignation.

I understand and acknowledge my obligation to provide the required notice period as stipulated in my employment contract and under the Fair Work Act 2009 (Cth). During this notice period, I am committed to ensuring a smooth transition and handing over all my responsibilities appropriately.

Please advise if there are any specific procedures I need to follow regarding the finalisation of my employment, including the return of company property, final pay, and any applicable entitlements.

Acknowledgement of Receipt:

I kindly request a written acknowledgment of this resignation notice for my records. I appreciate the opportunities and experiences gained during my employment and wish the company continued success.

Sincerely,

Employee Signature

Employee Full Name (Printed)

Date of Notice:

EMPLOYEE SIGNATURE

Signature: _____

EMPLOYER RECEIPT

Signature: _____

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