

RESIGNATION LETTER

To: _____

Position / Department: _____

Company Name: _____

Dear Sir/Madam,

I hereby formally tender my resignation from my position at the Company, effective immediately upon acceptance of this letter, or as otherwise mutually agreed. I confirm that I will comply with any notice period requirements stipulated in my employment contract or as prescribed by applicable Australian employment law, and I am willing to assist with a smooth transition of my duties during this period. This decision has been made after careful consideration and is final. I appreciate the opportunities for professional and personal development that I have received during my tenure. Please consider this letter as my formal notification of resignation in accordance with the Fair Work Act 2009 and any other relevant legislation in Australia. I request that you provide me with a written acknowledgment of my resignation and details of my final pay, including any accrued entitlements.

Thank you for your support and understanding. Yours faithfully,

Employee Signature

Employer/Manager Signature

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Original source of this document:

<https://templatesdocs-au.com/of-a-resignation-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://templatesdocs-au.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.