

RESIGNATION LETTER

To: _____

Manager Name: _____

Company Name: _____

Company Address: _____

From: _____

Employee Name: _____

Position: _____

Address: _____

Subject: Resignation from employment

Dear [Manager's Name],

I hereby formally resign from my position as [Position] at [Company Name], effective immediately upon serving the notice period required under my employment contract and applicable laws.

Notice Period

In accordance with the Fair Work Act 2009 and my employment agreement, I will serve a notice period of [notice period, e.g., two weeks]. I am willing to assist with the transition during this time to ensure a smooth handover of my duties.

Reason for Resignation

While it is not mandatory to provide a reason, I have decided to resign due to personal reasons and to pursue other career opportunities. I appreciate the opportunities and experiences I have gained during my tenure with the company.

Final Entitlements

Please arrange for the final payment of all outstanding entitlements, including any accrued but unused annual leave, long service leave (if applicable), and any other benefits as per the relevant employment laws and company policies.

Return of Company Property

I will ensure that all company property, documents, electronic devices, and any confidential information in my possession are returned on or before my last working day.

Confidentiality and Obligations

I acknowledge my ongoing obligations under any confidentiality, non-disclosure, or post-employment restrictions as set out in my employment agreement and relevant legislation.

Acknowledgment

Please accept this letter as my formal notice of resignation. I kindly request written acknowledgment of receipt of this resignation and confirmation of my last working day.

Thank you

Thank you for the support and opportunities provided to me during my employment. I wish [Company Name] continued success in the future.

Yours sincerely,

[Employee Name]

Employee Signature

Date

Signature: _____

Date: _____

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