

# FORMAL LETTER OF RESIGNATION

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

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

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

Employee Name: \_\_\_\_\_

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

## **Subject: Notice of Resignation**

Dear Sir/Madam,

I am writing to formally notify you of my resignation from my position as indicated above, effective in accordance with the notice period stipulated in my employment contract or by applicable Australian employment legislation. I intend my last working day to be the completion of this notice period.

This decision has been carefully considered, and I assure you it is made in good faith and with respect to the company's interests. During my remaining time, I am committed to ensuring a smooth transition and will assist in handing over my responsibilities as required.

I take this opportunity to express my gratitude for the opportunities provided to me during my tenure, and I wish the organisation continued success in the future.

Please confirm receipt of this resignation letter and advise on any formalities I should complete.

Yours faithfully,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

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

## **Acknowledgement of Receipt (For Employer Use):**

Received by: \_\_\_\_\_

Position: \_\_\_\_\_

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

1. This letter serves as formal notice of resignation and must comply with the notice period requirements as per the Fair Work Act 2009 and any applicable employment agreement.
2. Employees are encouraged to check their contracts for specific resignation protocols and obligations.
3. This document does not waive any rights or obligations under Australian employment law.
4. It is recommended to retain a copy of this resignation letter for your records.

**EMPLOYEE SIGNATURE**

**EMPLOYER REPRESENTATIVE SIGNATURE**

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

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

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