

SHORT RESIGNATION LETTER

To: _____

Position: _____

Company Name: _____

Dear Sir/Madam,

I hereby formally resign from my position at the company, effective immediately. I appreciate the opportunities I have been given during my employment and thank you for the support and cooperation provided.

This resignation is given in accordance with Australian employment law, and I confirm that I have fulfilled all obligations required on my part up to this date. Please let me know if there are any exit procedures or documentation I must complete.

Thank you for your understanding.

Sincerely,

Employee's Full Name: _____

Signature: _____

Contact Information: _____

Acknowledgment by Employer:

Received By:	Position:
Signature:	Date:

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