

## TWO WEEKS NOTICE RESIGNATION LETTER

Recipient Name: \_\_\_\_\_  
Recipient Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_

### Employee Information:

Full Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Employee ID (if applicable): \_\_\_\_\_

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

Dear [Recipient Name],

I am writing to formally notify you of my resignation from my position at [Company Name], effective two weeks from the date of this letter, in accordance with the legal notice period stipulated under Australian employment law.

This decision was not made lightly and comes after considerable thought. I have appreciated the opportunities for professional growth and the support provided during my tenure here.

During my notice period, I am committed to performing my duties diligently and assisting in the transition process to ensure a smooth handover of my responsibilities.

Please advise me if there are any specific tasks or documentation you require me to complete before my departure.

I would like to thank the management and my colleagues for their cooperation and wish the company continued success in the future.

If there are any formalities or exit procedures I need to complete, please let me know at your earliest convenience.

This notice is given in accordance with the Fair Work Act 2009 and other applicable Australian legislation governing employment termination and notice periods.

Sincerely,

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

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

**Received By:**

**Date Received:**

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Signature:

Printed Name:

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