

TWO WEEK NOTICE LETTER

From: _____

Employee Name: _____

Address: _____

To: _____

Employer Name: _____

Company Name: _____

Company Address: _____

Subject:

Notice of Resignation – Two Weeks’ Notice

Dear Sir/Madam,

Please accept this letter as formal notice of my resignation from my position with your company. In accordance with my employment contract and Australian employment law, I hereby provide two weeks’ notice of my intention to terminate my employment. My last working day will be exactly two weeks from the date this notice is received.

I would like to take this opportunity to thank you and the company for the support and opportunities provided to me during my tenure. I am committed to ensuring a smooth transition of my duties during the notice period and am happy to assist in training my replacement if required.

Please advise me of any specific procedures related to my resignation, including the return of company property, final pay, accrued leave entitlements, and other relevant matters as governed by Australian employment law.

Thank you again for the opportunity to work with you. I look forward to concluding my employment on a positive note.

Sincerely,

Employee Signature

Printed Name

Date

Employer Acknowledgement of Receipt:

I acknowledge receipt of this two weeks' notice of resignation from the employee named above. The employee's last working day is noted and all entitlements and obligations will be managed in accordance with applicable Australian laws and company policies.

Employee Signature

Employer Representative Signature

Signature: _____

Signature: _____

Date: _____

Date: _____

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