

TW O WEEKS NOTICE LETTER

To: _____
From: _____
Subject: _____

Dear Sir/Madam,

Please accept this letter as my formal notice of resignation from my position, effective two weeks from the date of this letter. I hereby provide two weeks' notice in accordance with my employment contract and the Fair Work Act 2009.

I intend to continue performing my duties to the best of my ability during this notice period and will assist in the transition process to ensure a smooth handover of my responsibilities.

Please advise me of any specific requirements or procedures to be followed during the notice period.

I would like to thank the company for the opportunities and support provided during my tenure. I wish the business continued success in the future.

If you require any further information or arrangements, please do not hesitate to contact me.

Yours sincerely,

Employee Signature

Employer Signature

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Legal Advisory and Compliance Notice:

This notice is provided in compliance with the applicable Australian employment laws, including the Fair Work Act 2009. It is the responsibility of both parties to ensure that all rights and obligations arising from this notice and the employment relationship are respected. Neither party shall act in contravention of any statutory or contractual duties. If there are any disputes arising from this resignation notice, parties should seek legal advice and consider alternative dispute resolution mechanisms before proceeding with formal litigation.

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