

## FORMAL RESIGNATION LETTER

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

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

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

**Subject: Resignation from my position**

Dear Sir/Madam,

I hereby formally resign from my position at the company, effective immediately upon the date of this letter, or as per the notice period stipulated in my employment contract. It has been a privilege to contribute to the company, and I appreciate the opportunities for professional and personal development that I have received during my tenure.

In accordance with Australian employment laws and my contractual obligations, I am providing this letter as my formal notice of resignation. I will ensure a smooth transition of my responsibilities during the notice period, including training any designated replacements and completing outstanding tasks.

I would like to thank management and my colleagues for their support and cooperation over the years. I wish the company continued success in all its future endeavors.

Please acknowledge receipt of this resignation letter at your earliest convenience. Should you require any further information or assistance during the transition, please do not hesitate to contact me.

Yours faithfully,

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

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

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

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

**Acknowledgement of Resignation**

I acknowledge receipt of the resignation letter submitted by the employee named above. The resignation has been accepted in accordance with applicable Australian employment laws and company policies. The last working day shall be subject to the notice period requirements as per the employment agreement.

Name of Employer/Manager: \_\_\_\_\_

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

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

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

**EMPLOYEE'S SIGNATURE**

**EMPLOYER'S SIGNATURE**

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

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

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