

IMMEDIATE RESIGNATION LETTER

To: _____

Company Name: _____

Address: _____

Dear Sir/Madam,

I am writing to formally resign from my position at the company with immediate effect. Due to unforeseen circumstances, I am unable to provide the standard notice period. I understand that this is not the usual process, and I sincerely apologize for any inconvenience this may cause. I will ensure that all my current tasks are documented and will assist remotely to the extent possible during this transition.

I acknowledge my obligations under Australian employment law, including but not limited to any applicable contractual obligations and workplace policies. This resignation is made in good faith and without intention to cause harm or breach any contractual or statutory duties owed to the employer.

I confirm that I will return all company property, including but not limited to keys, electronic devices, documents, and any confidential information in my possession, by the close of business today or at an agreed time.

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

Sincerely,

Employee Name: _____

Employee Signature: _____

Date: _____

Important Notes:

1. Immediate resignation may have implications under your employment contract and applicable Australian law.
2. It is recommended to seek advice from a legal professional or Fair Work Ombudsman if uncertain about your rights or obligations.
3. The employer may withhold final payments if contractual obligations are not met, subject to applicable laws.
4. This letter serves as formal notification and should be retained for your records.

5. Any disputes arising from this resignation should be handled in accordance with Australian employment law.

EMPLOYEE SIGNATURE

EMPLOYER REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

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