

JOB RESIGNATION LETTER

Employee Name: _____

Position: _____
Recipient Details: _____

Manager's Name: _____

Company Name: _____

Company Address: _____

Dear Sir/Madam,

I am writing to formally resign from my position at the company, effective immediately upon delivery of this letter or as otherwise agreed.

Reason for Resignation:

This resignation is tendered after careful consideration and for personal and professional reasons. I have appreciated the opportunities and experiences provided to me during my time here.

Notice Period:

In accordance with my employment contract and Australian employment law, I will comply with the required notice period. I am willing to assist with the transition process during this time.

Return of Company Property:

I confirm I will return all company property, documents, and confidential information in my possession before the effective date of resignation.

Confidentiality and Post-Employment Obligations:

I acknowledge my continuing obligations regarding confidentiality, intellectual property, and non-compete provisions as per my employment agreement and Australian law.

Acknowledgement and Gratitude:

I would like to sincerely thank the company, management, and colleagues for the support and professional development opportunities provided during my tenure.

Please acknowledge receipt of this resignation letter and advise on the next steps regarding the handover and final payments.

Employee Signature

Manager Signature

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

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