

**RESIGNATION LETTER**

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

**Recipient Information:**

Recipient Name: \_\_\_\_\_

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

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

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

**Sender Information:**

Full Name: \_\_\_\_\_

Position: \_\_\_\_\_

Contact Information: \_\_\_\_\_

**Subject:**

Resignation from Position

Dear [Recipient Name],

I hereby formally submit my resignation from my position at [Company Name], effective as of [last working day]. This decision has been made after careful consideration and is final.

**Reason for Resignation (Optional):**

[Briefly state reason for resignation if desired, e.g., personal reasons, new opportunities, relocation, etc.]

I would like to express my sincere gratitude for the opportunities and experiences I have gained while working at [Company Name]. I have appreciated the support and guidance provided by the management and my colleagues during my tenure.

I am committed to ensuring a smooth transition of my responsibilities and am willing to assist in training my replacement or handing over tasks to ensure minimal disruption to the team.

Please let me know of any procedures or formalities I need to complete prior to my departure. I look forward to maintaining professional relations in the future.

Yours sincerely,

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

Printed Name: \_\_\_\_\_

This resignation letter is submitted in accordance with applicable Australian employment laws and the terms stipulated in my employment contract. I confirm that I have fulfilled all my obligations and entitlements up to the date of resignation. I understand my rights and responsibilities as an employee under the Fair Work Act 2009 and other relevant legislation. I acknowledge the notice period requirements as per my contract and agree to comply accordingly.

**Notice Period:**

I am providing this notice in accordance with the notice period required by my employment contract. The last working day shall be as stipulated above, subject to any agreed variations between myself and the employer.

**Return of Company Property:**

I undertake to return all company property, including but not limited to keys, access cards, documents, electronic devices, and any confidential information in my possession prior to or on my last working day.

**Confidentiality:**

I acknowledge my ongoing obligation to maintain the confidentiality of any proprietary or sensitive information acquired during my employment, in accordance with the confidentiality agreements and relevant Australian laws.

I confirm that this letter is my formal resignation and that I have not been coerced or influenced unfairly in making this decision.

**Employee Signature**

**Employer Signature**

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

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

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

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

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