

## PROFESSIONAL RESIGNATION LETTER

To: \_\_\_\_\_  
Position / Department: \_\_\_\_\_  
Company Name: \_\_\_\_\_

Dear Sir/Madam,

I hereby formally resign from my position at the company, effective immediately or on the agreed-upon final working day as per contract or mutual agreement. This decision has been made after careful consideration and with a commitment to ensuring a smooth transition.

I am grateful for the opportunities and experiences I have gained during my tenure, and I remain committed to assisting in the handover of my responsibilities to my successor or other designated colleagues.

Please consider this letter as the official notice of resignation in accordance with the terms of my employment contract and the applicable laws of Australia.

### **Details of Resignation:**

Last Working Day: \_\_\_\_\_  
Reason for Resignation (optional): \_\_\_\_\_

I understand my obligations to maintain confidentiality and abide by any post-employment restrictions or agreements as stipulated in my employment contract.

Thank you for your understanding and support during this period of transition.

Sincerely,

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### **Notice Period and Final Pay**

The notice period shall be in accordance with the terms set forth in the employment contract and the Fair Work Act 2009. Final pay will include all accrued entitlements, including but not limited to unused annual leave, long service leave (if applicable), and any other benefits owing to me by law or contract at the date of termination.

**Return of Company Property**

I agree to return all company property, documents, confidential information, and any other materials belonging to the company on or before my last working day.

**Confidentiality Obligations**

I acknowledge that confidentiality obligations survive the termination of employment and that I am bound by any confidentiality agreements signed during my employment.

**Dispute Resolution**

Any disputes arising from this resignation will be dealt with in accordance with the applicable laws of Australia and the internal dispute resolution procedures of the company.

**Non-Disparagement**

I agree not to make any disparaging remarks about the company, its employees, officers, or clients at any time.

**Governing Law**

This resignation letter and any matters arising from it shall be governed by and construed in accordance with the laws of Australia.

**EMPLOYEE'S SIGNATURE**

**MANAGER'S ACKNOWLEDGEMENT**

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

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

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