

# RESIGNATION LETTER

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

Position/Department: \_\_\_\_\_

From: \_\_\_\_\_

Employee ID (if applicable): \_\_\_\_\_

**Subject:**

Notice of Resignation from Employment

**Dear Sir/Madam,**

I hereby tender my resignation from my position at the company, effective immediately upon receipt of this letter or at a mutually agreed date.

**Reasons for Resignation**

This decision has been reached after careful consideration and is made without any coercion or undue influence. I intend to comply with all applicable terms and conditions of my employment contract and relevant Australian employment laws.

**Notice Period**

I acknowledge my obligation to serve the notice period as stipulated in my employment agreement and the Fair Work Act 2009 (Cth). During this time, I will ensure a smooth handover of my duties and responsibilities.

**Final Payments and Entitlements**

I request that all outstanding entitlements, including but not limited to accrued leave, superannuation contributions, and final salary, be processed in accordance with applicable laws and company policies.

**Return of Company Property**

I will ensure the return of all company property, documents, and confidential information prior to or on my last working day.

**Confidentiality and Non-Disclosure**

I reaffirm my commitment to maintaining the confidentiality of all proprietary and sensitive information obtained during my employment, consistent with company policies and Australian legal requirements.

**Acknowledgement**

I appreciate the opportunities and experiences I have gained during my employment and thank the company for its support.

**Contact Details**

Please do not hesitate to contact me at my personal email or phone number for any further information or assistance required during the transition.

Sincerely,

**Employee Signature:**

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**Printed Name:**

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| <b>EMPLOYER ACKNOWLEDGEMENT</b> |       |
|---------------------------------|-------|
| Name:                           | _____ |
| Position:                       | _____ |
| Signature:                      | _____ |
| Date Received:                  | _____ |

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