

RESIGNATION LETTER EMAIL

To: _____

Subject: _____

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective immediately.

This decision has not been made lightly, and after careful consideration, I believe it is in the best interest of my career growth and personal development.

I am committed to ensuring a smooth transition and will assist in transferring my responsibilities to a suitable replacement.

Please let me know how I can help during this period to facilitate the handover of my duties.

Thank you for the opportunities and support provided to me during my tenure with the company.

I have appreciated working with the team and contributing to the company's success.

I wish [Company Name] continued growth and success in the future.

Yours sincerely,

[Your Full Name]

[Your Job Title]

[Your Contact Information]

EMPLOYEE SIGNATURE

MANAGER SIGNATURE

Signature: _____

Signature: _____

Clause 1 – Employment Relationship

This resignation letter serves as a formal notice of termination of the employment relationship between the Employee and [Company Name], pursuant to the Fair Work Act 2009 (Cth) and any applicable modern award or enterprise agreement.

Clause 2 – Notice Period

The Employee acknowledges the requirement to provide the minimum notice period as set out in the National

Employment Standards or applicable industrial instrument, unless immediate resignation is mutually agreed upon.

Clause 3 – Final Pay and Entitlements

The Employer agrees to provide the Employee with final pay, including any outstanding wages, accrued annual leave, and other entitlements in accordance with applicable legislation and company policy.

Clause 4 – Return of Company Property

The Employee undertakes to return all company property, documents, and information in their possession by the cessation date of employment.

Clause 5 – Confidentiality and Non-Disclosure

The Employee remains bound by any confidentiality, non-disclosure, and intellectual property obligations that survive termination under relevant agreements and legislation.

Clause 6 – Mutual Release

Subject to applicable law, both parties release each other from any claims or liabilities arising out of the employment relationship, except for those obligations or claims which expressly survive termination.

Clause 7 – Governing Law

This resignation letter and any matters arising out of or in connection with it are governed by the laws of Australia and the State or Territory in which the Employee was principally employed.

Clause 8 – Entire Agreement

This letter constitutes the entire understanding between the Employee and Employer concerning the resignation and supersedes any prior agreements, representations or negotiations.

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