

RESIGNATION LETTER

To: _____

Position / Department: _____

Dear Sir/Madam,

I hereby tender my resignation from my position at the company. This resignation is submitted in accordance with the notice period required by Australian employment law and the terms of my employment contract.

I thank you for the opportunities for professional and personal development that you have provided me during my time with the company.

Please consider this letter as formal notice of my resignation. I will ensure that all my responsibilities are handed over smoothly before my departure.

I am happy to assist in training a replacement or to provide any support necessary during the transition period.

I wish the company continued success in the future.

Yours faithfully,

Employee's Signature

Date

Signature: _____

Employee Details:

Full Name: _____

Position: _____

Department: _____

Contact Information: _____

Employer Acknowledgement:

I acknowledge receipt of this resignation letter and confirm the acceptance of the resignation as per Australian employment laws.

Employer Name: _____

Position: _____

Signature: _____

Date: _____

Original source of this document:

<https://legaltemplates-au.com/resignation-letter-simple/>

Did you find this template helpful?

Find more updated templates at:

<https://legaltemplates-au.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.