

SIMPLE SHORT RESIGNATION LETTER

To: _____
Position: _____
Company Name: _____

From:

Full Name: _____
Position: _____
Address: _____
Phone/Email: _____

Subject: Resignation

Dear Sir/Madam,

Please accept this letter as formal notice of my resignation from my position. I hereby resign from my employment with the company, effective immediately upon your acceptance of this resignation.

Acknowledgement of Terms

I understand that this resignation is given voluntarily and that I have fulfilled all contractual obligations required up to this date. I confirm that I will return any company property in my possession and settle all accounts accordingly.

Finality and Release

I release the company and its employees from any future claims relating to my employment and acknowledge that this resignation does not affect any accrued rights or entitlements under Australian law.

Request for Confirmation

I kindly request a written confirmation of receipt of this resignation and any relevant information regarding my final pay and entitlements.

Gratitude

I would like to take this opportunity to thank the company for the opportunities provided during my tenure and wish the company continued success in the future.

Yours sincerely,

Employee Signature

Date

Signature: _____

Print Name: _____

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