

## Resignation Letter Template

### If notice period is specified

When writing your resignation letter keep it short and to the point. Use formal language and try your best to be polite.

Check your employment contract to find out how much notice you need to give your employer. If your employment contract specifies a two-week notice period, you must state this in your resignation letter and hand it in two weeks before you plan to stop working.

If you're not sure what your notice period should be contact the Office of the Workplace Rights Advocate or Job Watch. You'll find their contact details in the Jobs & Careers section of our website (check out our Employment Rights section for the Helpful Organisations page).

Make sure you keep a copy of your resignation letter for your records.

**Tip** – It's important to get the dates right in your resignation letter. If any dispute arises over the timing of your resignation you'll have this letter as proof that you gave the right amount of notice.

### Your resignation letter should include:

- A statement of your intention to resign that includes the last date you'll be working for the organisation
- A short explanation of why you're leaving
- Something positive about your experiences in the job and with the organisation (e.g. the opportunity to gain experience or develop your skills)
- If you want to you could offer to help make your resignation easier for the organisation (e.g. you could offer to train somebody else to do your job)
- You can write a short thank you at the end if you think it's appropriate

**Check out our Jobs & Careers section for more tips and advice about resigning and quitting.**

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Martin Burn  
Human Resources Manager  
Roving Multimedia  
256 Little Street  
HIGHFIELD VIC 3023

1 August 2007

Dear Mr Burn

I am writing to inform you of my decision to resign from my position as Youth Affairs Journalist for Roving Multimedia.

As required by my employment contract I am giving two weeks' notice, effective today. My last working day will be 15 August 2007.

Please let me know what I can do to assist with the transfer of my responsibilities before I leave.

I would like to take this opportunity to thank you and Roving Multimedia for having me as part of your team and I wish you all the best for the future.

Yours sincerely

Jane Smith