

Resignation Letter Template

If notice period is not specified

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

If your notice period is not specified in your employment contract (or if there is no written record of your employment) you need to work out how much notice to give your employer.

The best way to do this is to give notice equal to your pay period – so if you're paid monthly, you should give four weeks' notice of your resignation. If you're paid fortnightly, you should give two week's notice, and so on.

You could also base your notice period on the number of years you've worked with the organisation. If you've worked there for 1-2 years you should give two weeks' notice, if you've worked there for three years you should give three weeks' notice and so on.

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.

12 Orchard Grove
HIGHFIELD VIC 3023
Mobile: 0412 566 310
Email: matthew.richards@gmail.com

Martin Burn
Personnel Manager
Broad and Allen
256 Little Street
HIGHFIELD VIC 3023

10 January 2008

Dear Mr Burn

I write to confirm that I am resigning from my position as Advertising and Sales Assistant for Broad and Allen.

Although it is not stated in my written contract of employment, I understand that my notice period is three weeks. My last day at work will be 24 January 2008.

This was not an easy decision for me and I have given it a lot of thought. I have decided that it is time for me to move on and have accepted a position elsewhere. I am confident that my new job will help me to move forward in my career.

I would like to take this opportunity to thank Broad and Allen for my experience over the past three years.

Yours sincerely

Matthew Richards