

## Sample Resignation Letter - Notice Period Not Known

*(A Youth Central Sample Resignation Letter)*

**Use this sample resignation letter if you aren't sure how much notice you need to give.**

Keep your resignation letter short and to the point. Use formal language and try your best to be polite.

If you don't have an employment contract, or your notice period isn't specified in your employment contract, 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. If you're paid monthly, you should give four weeks' notice. If you're paid fortnightly, you should give two weeks' notice.

You could also contact the Federal Government's Fair Work Ombudsman on **13 13 94**, or Job Watch on **9662 1933** (Melbourne) or **1800 331 617** (non-Metro), to ask for advice on how much notice to give.

Whatever amount of notice you give, you must state this in your resignation letter and hand the letter in with enough time to make your last day equal to the period of notice you gave. For example, if you give three weeks' notice, you have to hand in your resignation three weeks before your last day of work.

**NOTE:** 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.

Make sure you keep a copy of your resignation letter. That way you'll have proof of the date you submitted it, and proof of the day that will be your last day at work.

**Your resignation letter should include:**

- A statement that says you are going to resign
- The date of your last day of work at the organisation (based on the notice you are giving)
- A short explanation of why you are leaving
- A short, polite thank you at the end of the letter

Other things your resignation letter could include are:

- Something positive about your experience in the job (e.g., the opportunity to gain experience or develop your skills)
- An offer to help make your resignation easier for the organisation (e.g., an offer to train somebody else to do your job)

Check out Youth Central's [Jobs & Careers](#) pages for more tips and advice about your rights at work, how to find and apply for a job, and more.

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Martin Burn  
Personnel Manager  
S-Mart  
256 Little Street  
HIGHFIELD VIC 3023

10 January 2015

Dear Mr Burn,

I am writing to inform you of my decision to resign from my position as Customer Service Assistance with S-Mart.

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 31 January 2015.

I have given this decision a lot of thought. I have decided that it is time for me to move on and have accepted a position elsewhere.

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 for having me as part of the customer service team over the past three years. I wish you all the best for the future.

Yours sincerely,

Ellis Kwong