



MICHAEL PAGE
careercentre

Sometimes what your career needs most is great advice.

Sample Resignation Letter

Your Name
Street Address
Suburb, State, Postcode
Contact Number
Email

DD/MM/YYYY

Name of Manager
Title
Name of company
Street Address
Suburb, State, Postcode

Dear [insert name],

Please accept this letter as my formal resignation from the role of [your position] at [company name], as discussed with you on [date of prior discussion about your resignation]. As per my employment contract, I am giving 4 weeks notice and my last day will be [date of your last day with the company].

[Briefly explain your reason for leaving, such as...] I have been offered a position that will enable me to further develop my skills and advance my career in [name industry].

I would like to thank you for the opportunities and support you have given me during my time at [company name] over the last [time at company]. I have enjoyed working with the team and wish them every success in the future.

Working at [company name] has been a very rewarding experience and I would like to thank you again for the opportunities I received during my time here.

Sincerely,

Signature

Full Name