

SAMPLE RESIGNATION LETTER

Date

Company Name

Address

Suburb, State, Postcode

Dear <**Name of Immediate Supervisor**>

It is with sadness that I write this letter to resign from my position as <**Position Title**> with <**Company Name**>.

My resignation is effective from today and as per my Contract, I am providing <**1,2,4 weeks**> notice. My last day is <**enter date**>.

I would like to thank you for your support throughout my employment with <**Company Name**>.

Yours sincerely