

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