

## Sample Resignation Letter - Notice Period Known

*(A Youth Central Sample Resignation Letter)*

**Use this sample resignation letter if you know 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.

Check your employment contract to find out how much notice you need to give your employer. If your contract specifies a two-week notice period, you must state this in your resignation letter and hand it in two weeks before you plan to stop working.

If you're not sure what your notice period should be, you can 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).

**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  
Human Resources Manager  
Roving Multimedia  
256 Little Street  
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1 May 2015

Dear Mr Burn,

I am writing to inform you of my decision to resign from my position as Youth Affairs Journalist for Roving Multimedia.

As required by my employment contract I am giving two weeks' notice, effective today. My last day at work will be 15 May 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 and Roving Multimedia for having me as part of your team. I wish you all the best for the future.

Yours sincerely,

Ellis Kwong