

# Sample Resignation Letter

Copy-paste the below template into a Word doc, and modify any italic text between < > to suit your details. Further notes for your benefit are on the next page.

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*< Rachel Bannister  
0400 123 456  
[rachel@email.com](mailto:rachel@email.com)>*

*< Today's Date>*

*< Mr Employer Person  
General Manager  
ABC Construction>*

**RE: Letter of resignation**

To *< Mr Person>*,

Please accept this letter as my formal resignation from *< ABC Construction>*. As per my employment contract, I will serve my *< four weeks>* notice effective today, *< Today's Date>*.

I have enjoyed my time working at *< ABC Construction>*, particularly working with such a fantastic and supportive team. The varied work opportunities have helped me grow in my role and I am grateful for your assistance in my development.

I will ensure that all my projects are up-to-date and will notify clients about the handover, as well as get my replacement up to speed as required.

My final day will be the *< final date of employment>*.

Thanks,

*< Signature>  
< Rachel Bannister>*

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## Notes from Bypass

- Resignations are always difficult. Recognise that both you and your employer will experience emotions in different ways and that a tough conversation will follow.
- It is not necessary to explain your reason for leaving in your resignation letter. There will usually be a meeting when you resign, as well as an exit interview in your final days. These meetings are where you can explain your reasoning. It is best not to have it in writing.
- You should not be pressured into saying where your next role is, or what position you are moving to. Once your decision is made, stick to it.
- Sometimes you may receive a counter-offer from your current employer, with promotion and additional salary. It is always important to consider WHY you are resigning, and whether more money will solve the reasons you are leaving.