



Sample Resignation Letter

John Smith

31 Fake Street
Melbourne, VIC 3004
Tel: 0400 000 000
E: johnsmith@email.com

[date]

Mr Jacob Johnson
Commercial Manager
ABC Construction

Dear Mr Johnson,

Please accept this letter as formal notification of my resignation at ABC Construction as I have been offered a job at another company.

It is with sadness that I leave a role where I have worked with such a fantastic and supportive team. I have really enjoyed the variety of projects and challenges in this job and have learnt much about the industry.

As per my employment contract, I am giving one month's notice and my last week here will commence 7 June 2013. I will ensure that all my projects are completed and will notify clients about the handover.

I'd like to extend a huge thanks to you and the rest of the management team for all you have done for me over the last two years.

Please feel free to get in touch should you require information after I have left.

Yours sincerely

[sign here]

John Smith