

Resignation Letter Templates

Embarking on a new career journey is both an exciting and daunting experience. Our Resignation Letter Templates are designed to guide you in crafting a professional and heartfelt letter that not only formalises your departure but also leaves a lasting positive impression.

Template 1

<Your Full Name>
<Your Home Address>
<Your Home Suburb> <State> <Postcode>

<Date Month Year>

<Your Manager's Name>
<Your Manager's Title>
<Company Name>
<Company Address>
<Company Suburb> <State> <Postcode>



Dear <Manager's first name>,

Please accept this letter as formal notice of my resignation from my position as <Job Title> at <Company Name>. My last day of employment will be <Day, Date>.

Thank you for the opportunity to be a part of your team. I have learned so much during my time here and I deeply appreciate the opportunities you have afforded me.

It is now time to move on to my next challenge.

<Manager's first name>, I care about making a seamless exit and preserving the relationship that we have built. Please know that I would love to help with anything that will ensure the transition goes well, including documenting my responsibilities, training other team members or coordinating a handover list. If I can be of any assistance, please let me know.

Thank you again for the opportunity and I wish you and <Company Name> all the best for the future.

Yours sincerely,

<Your signature>

<Your full name>

Leaving a role is more than just a formality—it's a meaningful transition that sets the tone for your future endeavors. These templates ensure your exit is handled with the utmost professionalism and emotional intelligence. Remember, your last impression is just as crucial as your first.



A well-crafted resignation is your passport to a future full of possibilities.

About Kingston Human Capital

We are specialists in Executive Recruitment, Permanent Recruitment, Temporary Recruitment, and HR Advisory Services. With a personal and emotionally intelligent approach, we build enduring relationships with both candidates and employers.

For a seamless transition in your career, contact us at Talent@kingstonhumancapital.com.au

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Template 2

<Your Full Name>
<Your Home Address>
<Your Home Suburb> <State> <Postcode>

<Date Month Year>

<Your Manager's Name>
<Your Manager's Title>
<Company Name>
<Company Address>
<Company Suburb> <State> <Postcode>



Dear <Manager's First Name>

Please accept this letter as notice of my resignation from my position as <Role Title>. My last day of employment will be <Day, date>.

I received an offer to join <Company Name> as a <Role Title> and decided that this opportunity was too exciting to decline.

It has been a pleasure working with you and your team over the last <number of years> years. One of the highlights of my career was collaborating with you <describe a highlight or proud moment>.

I would like to help with the transition so that systems continue to function smoothly after my departure. I am available to help recruit and train my replacement and I will make certain that all reporting, records and procedures are updated before my last day of work. Departing on the best note possible is important to me, so please let me know if there is anything else I can do.

<Manager's Name>, thank you again for the opportunity to work for <Company Name>, which I know will continue to succeed and grow. I wish you and the team every success in the future and look forward to staying in touch. Please feel free to email me anytime at <personal email address> or call me on <personal mobile number>.

Sincerely,

<Your signature>

<Your full name>

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Your last impression is a lasting impression. Make your exit as remarkable as your entrance.

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Template 3

<Your Full Name>
<Your Home Address>
<Your Home Suburb> <State> <Postcode>

<Date Month Year>

<Your Manager's Name>
<Your Manager's Title>
<Company Name>
<Company Address>
<Company Suburb> <State> <Postcode>



Dear <Manager's First Name>

The purpose of this letter is to announce my resignation from <Company Name>. My last day of employment will be <Day, date>.

This was not an easy decision to make, as the past <number of years> years have been very rewarding. I've enjoyed working with you, learning from you and managing a successful team dedicated to <describe your team's mission>.

I have accepted a new position which offers the opportunity to grow professionally and achieve some of my personal and career goals.

I wish you and <Company Name> all the best and do hope our paths cross again in the future. The relationship we have built is invaluable to me and I look forward to staying in touch. Please feel free to email me anytime at <personal email address> or call me on <personal mobile number>.

Sincerely,

<Your signature>

<Your full name>

Leaving a role is more than just a formality—it's a meaningful transition that sets the tone for your future endeavors. These templates ensure your exit is handled with the utmost professionalism and emotional intelligence. Remember, your last impression is just as crucial as your first.



Every ending is a new beginning. Resign with grace, and step into your next chapter with purpose.

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