Your Name

123 Your Address Rd
Surburb

City

30 November, 2087

Dear [Name of your Manager],

Please accept this letter as formal resignation from my role as [Job Title] at [Name of Business].

As per the notice period outlined in my employment agreement, my final shift will be two/four weeks from today, on [Tuesday, November 14].

[If you feel you have been wrongly treated and would like to state so, you could do that here. Likewise, if you have any positive comments about your time with the employer, you can do that here.]

I would also like to withdraw any consent that has been given to make deductions out of my wages without mutual agreement between myself and the employer.

Kind regards

Your Name