

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
Queensland Police Force
[Station/Department Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position with the Queensland Police Force, effective [Last Working Day, typically two weeks from the date of this letter].

I wish to express my gratitude for the opportunities I have had during my time with the force. It has been a privilege to serve alongside such dedicated colleagues and to contribute to the community.

I am committed to ensuring a smooth transition and will assist in wrapping up my duties.

Thank you once again for the support and encouragement I have received.

Sincerely,

[Your Name]

[Your Badge/ID Number] (if applicable)