

How to resign from a casual job

If you took on a job to earn some cash while you were studying, you'd be one of roughly 2.7 million casual employees in Australia, working mainly in retail, hospitality or healthcare. The vast majority of these workers – like you – will one day resign.

Casual jobs are a great way for people to balance work with other commitments; they offer the most flexibility of any employment type. Resigning from a casual job is also relatively straightforward. Still, when that time comes, it's important to quit your casual job the right way.

Even for a casual job, it pays to be professional and respectful of the correct resignation process. That includes writing a resignation letter or email, notifying your employer of your intentions, and following your company's policy regarding the notice period.

If you've never been employed before, you might be wondering about how to resign from a casual job correctly. In this guide we outline exactly how to [quit a casual job the right way](#), and cover related issues like assessing your reasons for resignation and working through a potentially awkward notice period.

Understanding your employment agreement

Before we dive into the details of how to write a resignation letter as a casual worker and what to say when quitting a casual job, it's first important to understand the terms of your employment agreement.

Casual employment contracts are typically far less binding than those for permanent, full-time employees. However, they still have terms that need to be met and conditions that both employer and employee agree to abide by.

Usually, your working contract will contain details about what happens when you want to leave the job. If you're wondering how much notice does a casual have to give for

example, you'll typically find that information in your contract.

Do casuals need to give notice? The short answer is no, under the Fair Work Act, a casual employee doesn't need to provide notice. In most cases you can leave your casual job without letting anyone know in advance – but this isn't always the case. Some employment contracts or awards might have different terms. In all cases, leaving without giving notice is not recommended. In fact, it's a good way to [burn bridges with your workplace](#).

Looking at your reasons for resignation

Before you write your resignation, it's worth taking time to reflect on the reasons why you want to quit. Are you leaving for better career opportunities or was it a challenging day on the job that inspired the decision? It's best to take your time and think things through.

When you evaluate your reasons for considering resignation, ask yourself if it's for personal or professional reasons. What kind of [long-term career goals](#) are you aiming for? Will resigning help you move onto better things or would it leave you with uncertainty and financial stress?

By asking yourself these questions and weighing up the pros and cons, you can more easily assess if you're making the right call. Some introspection might be just what you need to feel more confident in your decision – or make you decide to stay with your current job a bit longer.

Planning your resignation

You've decided to go ahead with your resignation – so what's next? While it might be tempting to quit right away, so you can get started on the next stage of your life, it's considered professional etiquette to give your employer some notice, even if you're not legally obligated to. Giving adequate notice is essential if you would like a positive reference from your employer.

Generally speaking, two weeks is an appropriate notice period for a casual job – or at least enough time to work the rest of your scheduled shifts. When you write your casual job resignation letter, you'll need to include the date of your last intended work day.

Telling your employer

Once you've decided on a date, you'll need to notify your employer about your plans. You can do this in person or by email, and you can use the opportunity to hand in your written resignation.

When it comes to how to write a resignation letter as a casual, it's best to keep it brief and to the point. Include all the key info, such as a statement of your plans to resign and your ideal last working day. You could also provide a general reason for your decision, though it's not necessary. It's also good manners to end on a note of gratitude. Use a [template resignation letter](#) if you're not sure.

Handling the resignation meeting

After you've handed in your casual job resignation letter, your supervisor or boss may arrange a meeting with you. This may be a little daunting, especially if you haven't experienced this kind of meeting before, but it's important that you approach it with an open mindset.

Stay positive and respectful. Most of the time, your supervisor will just want to ask a few questions, to find out more about why you've chosen to leave. They may also try to persuade you to stay a little longer by offering a better position, more hours or a higher hourly rate.

If you're fully committed to leaving, let your employer know that you're ready to move on, thank them for their support, and leave on good terms.

Getting through the notice period

If you've provided two weeks' notice, you'll likely be working a few shifts before your last day. It may feel awkward coming to work during this time, or you might be wondering if you should let your co-workers know you're leaving. What to say when quitting a casual job depends on your relationships with your colleagues. You're under no obligation to tell them your intentions.

In general, all you need to do is carry on working as you did before. Continue to fulfil your duties as required, and show the same amount of care and effort you always have.

As the end of the notice period approaches, you may be asked to train or handover your duties to a new worker. You might also be scheduled for an exit interview – a meeting where HR asks questions about your employment and reasons for leaving. In this case, you may want to prepare some answers in advance.

Managing emotions and stress

Leaving a job is a big change. Such an event in your professional life – especially when you're just starting out – often comes with a host of emotions. Some are positive, like excitement about what's coming next, but others can be negative, like guilt, anxiety and stress.

It's perfectly natural to feel anxious about leaving a job, or to feel guilty or that you're 'letting down' your employer. But resigning is a normal part of being employed and part of pursuing ambitious [career goals](#). If you struggle with emotions during your resignation period, seek support from your personal network.

What to do after you resign

We've covered how to resign from a casual job, but what about next steps? Before you walk out of the workplace for the last time, make sure to tie up any loose ends.

You may need to return company property, hand in your security pass, or sign documents as part of your departure. You might also want to get contact details of any friends you made at work, so you can keep in touch. It's a good idea to ask at least one of your supervisors to be a [referee on your resumé](#).

After resigning, don't forget to update the experience section of your resumé with the relevant information and any new skills you've picked up during your time. Any work experience you can include early in your career will open up more opportunities for you.

Financial considerations to make

Naturally, there are financial considerations to take into account when it comes to

quitting your casual job. If there is a gap between this role and your next and you have financial obligations, you will need to budget for that time. Ensure your final pay slip correctly reflects the hours you worked. You may also want to get the details of your superannuation fund so that you can inform your next employer, or roll the amount you've already received into a new fund.

Moving forward after you've resigned

With your old job behind you, there's no better time to look forward and focus on your future. You've probably already been thinking about your immediate next steps, but it's not too early to start planning out your long-term goals as well.

If you don't have a [five-year plan](#), you may want to start thinking about what kind of position, role, and duties you hope to have down the track. Planning ahead and having clear goals will help you pursue your objectives more effectively, so that when you're seeking a new job, you have a better idea of which direction to take.

When leaving any job – even a short-term casual role – it's important to do things right. In most cases, the process of how to resign from a casual job is much like resigning from a full-time role. You should give adequate notice, let your supervisor or boss know in person, and fulfil your duties with integrity, right through to the end of your last shift.

Though you might find it awkward or stressful, by staying professional and having the right frame of mind, you can leave your job on a positive note with a good reference – and move on to bigger and better things.