

9<sup>th</sup> November 2018

Laura Ashton

3/72 Coogee Bay Road

Randwick

2031

Dear Peter,

I would like to notify you that I am resigning from my position as Sales Consultant for City For Alexandria (Australian Automotive Group) please accept this letter as 3 weeks' notice, my last working day will be 30<sup>th</sup> November 2018.

Thank you for the opportunity I have enjoyed my time working here.

Regards

Laura Ashton

A handwritten signature in black ink, appearing to be 'LA', with a long horizontal stroke extending to the right.

# AUSTRALIAN AUTOMOTIVE GROUP – CESSATION FORM

## Resignation Form – To be Filled in by the Employee

Full Name Laura

Site location Alexandria

Last day of employment 30/11/18

Reasons for Resigning

### Personal

- ☐ Family/Relationship
- ☐ Education/Study
- ☐ Travel/Relocation
- ☐ Transport
- ☐ Retirement
- ☐ Medical
- ☐ Prefer not to say

### Work Related

- ☐ Job satisfaction
- ☐ Working conditions
- ☒ Shift Work/Roster
- ☒ Rates/Wages/Benefits
- ☐ Company Culture
- ☐ Location
- ☐ Job Security
- ☐ Colleagues

### Career Related

- ☐ Lack of career opportunity
- ☐ Career Progression
- ☐ Change of Career Path
- ☐ Other employment is offering greater incentives

## EMPLOYEE SURVEY – TO BE FILLED IN BY THE EMPLOYEE

Please mark one of the following:

Strongly Agree   Agree   Disagree   Strongly Disagree

I enjoyed my work activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was challenged by my job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was paid fairly for my work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other staff treated me fairly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My supervisor treated me fairly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My supervisor gave clear instructions and responsibilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was recognised for my good work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My job description accurately reflects my job responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My department was adequately staffed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was trained in WHS procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I felt there were opportunities for career advancement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What did you most like about AAG and your position?

The people

What did you least like about AAG and your position?

I understand that I am required to work out my notice and payroll will process my wages and entitlements in accordance with the relevant industrial instrument. I also understand that that any future correspondence will be sent to the contact details I have provided the AAG payroll department and once this form is received at AAG's payroll department, my employment is deemed to have been terminated accordingly.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

9/11/18