

Resignation Letter with Notice Period

Emily Clark

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June 20, 2024

Michael Brown

Operations Manager

XYZ Enterprises

101 Pine Street

Chicago, IL 60602

Dear Michael Brown,

I am writing to formally resign from my position as Marketing Coordinator at XYZ Enterprises, effective July 20, 2024. This provides a notice period of 30 days, as stipulated in my employment contract.

I have enjoyed working at XYZ Enterprises and am grateful for the opportunities I have had during my tenure. The support and encouragement from my colleagues and the management team have been invaluable, and I appreciate the professional and personal growth I have experienced here.

Please let me know how I can assist in ensuring a smooth transition during this notice period. I am willing to help train a replacement and complete any outstanding projects to the best of my ability.

Thank you once again for the opportunity to be part of XYZ Enterprises. I look forward to staying in touch and wish the company continued success.

Sincerely,

Emily Clark