Resignation Letter with Notice Period

**Emily Clark**789 Oak Avenue  
Chicago, IL 60601  
emilyclark@email.com  
(312) 555-7890

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**