Resignation letter with notice period

Editable sample letter: replace the details with your own records before signing

Date: [Issue date]
From: [Employee Name], sales coordinator, employee code [Employee ID]
To: The sales manager, [Company]
Subject: Resignation with the notice in my appointment letter
Dear manager,
I resign from my role as sales coordinator. Clause 8 of my appointment letter dated [Date] requires thirty days' written notice. I am giving that notice. My proposed last working day is [Last working day].
I will hand over the open customer notes and the sample cupboard key during this notice. Please confirm acceptance in writing, including whether [Date] is agreed.
This letter does not calculate leave or notice pay. If the company wants a different last day, I will treat only a written reply as the change.
Yours sincerely,
[Employee Name]