

Event Coordinator

James Anderson

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Dear Ms. Brown,

I am writing to formally resign from my position as Event Coordinator at Seaside Resort & Spa, effective 30 days from today's date, July 12, 2022. This decision comes after careful consideration of my career goals and personal aspirations within the hospitality industry.

I am deeply grateful for the invaluable experience and professional growth opportunities I have had during my tenure at Seaside Resort & Spa. Working with our team to create memorable events has been both fulfilling and rewarding.

During my notice period, I am committed to ensuring a smooth transition for our upcoming events. Please let me know how I can assist in finalizing event details or training my replacement. I have full confidence in the team's ability to continue delivering exceptional guest experiences under your leadership.

Thank you once again for the support and opportunities for development. I look forward to staying connected and witnessing the continued success of Seaside Resort & Spa in creating unforgettable guest experiences.

Warm regards,

James Anderson

To

Ms. Rebecca Brown
Seaside Resort & Spa

From

James Anderson
Event Coordinator