

Departure Letter

Date: [Insert Date]

To: [Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally announce my departure from my role as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

It has been a pleasure working with the team and contributing to the transport operations. I am grateful for the opportunities I have had to grow professionally and personally during my time here.

I will do my best to ensure a smooth transition and complete any outstanding tasks before my departure. Please let me know how I can assist during this time.

Thank you for your understanding and support. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]

[Your Contact Information]