

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Working in the transportation sector at [Company's Name] has been a valuable experience, and I am grateful for the opportunities I have had to grow professionally and personally. I appreciate the support of my colleagues and the leadership during my time here.

As I transition out of my role, I will ensure that all my responsibilities are handed over smoothly and will do everything possible to assist in the process. Please let me know how I can help during this transition period.

Thank you once again for the opportunity. I look forward to staying in touch and wish [Company's Name] continued success in the future.

Sincerely,  
[Your Name]