

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

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

It has been a privilege to work with the talented team at [Company Name] and to contribute to our projects in the transportation sector. However, after careful consideration, I have decided to pursue a new opportunity that aligns more closely with my career goals.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in the training of my replacement during my remaining time.

Thank you for the support and guidance you have provided during my tenure. I hope to keep in touch and wish the team continued success in the future.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]