

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as a Logistics Planner at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, but after careful consideration, I have decided to pursue a new opportunity that will help me grow professionally. I am truly grateful for the support and opportunities I have received during my time at [Company's Name].

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in transferring responsibilities before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I wish you and the entire team all the best in the future.

Sincerely,

[Your Name]