

[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]

## **Subject: Resignation Letter**

Dear [Manager's Name],

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

It has been a pleasure working with you and the team. I am grateful for the opportunities I have had to grow professionally and for the support given during my tenure. This decision was not easy, and I will miss collaborating with my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively. Please let me know how I can help during this period.

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

Sincerely,

[Your Name]