

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 Logistics Coordinator at [Company's Name], effective two weeks from today, [Last Working Day].

This decision was not easy, but after careful consideration, I have decided to pursue a new opportunity that will help me grow in my career.

I want to express my gratitude for the opportunities I have received during my time at [Company's Name]. I have enjoyed working alongside such a talented team and am thankful for the support and guidance provided to me.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively.

Thank you once again for the incredible experience. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]