

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 - [Your Name]

Dear [Manager's Name],

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

This decision was not easy and took a lot of consideration. However, I have decided to pursue a new opportunity that will allow me to grow professionally and personally.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I appreciate the support and guidance provided to me by you and my colleagues. I have learned a great deal and have enjoyed working with the team.

I will do everything possible to ensure a smooth transition and will be happy to assist in training my replacement if needed.

Thank you again for the support and opportunities, and I hope to keep in touch in the future.

Sincerely,

[Your Name]