

Resignation Letter

[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]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] in the supply chain logistics department, effective two weeks from today, [Last Working Day Date].

Thank you for the opportunities I have received during my time at [Company's Name]. I have greatly appreciated the chance to work with such a talented team and learn from the experience.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities before my departure.

Thank you again for your support and guidance. I look forward to staying in touch.

Sincerely,

[Your Name]