

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 Logistics Analyst at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I have greatly enjoyed my role and appreciate the support that I have received from both you and my colleagues.

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 support and guidance during my employment.

Sincerely,

[Your Name]