

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

This decision was not made lightly, as I have greatly enjoyed my time working with the team and contributing to our logistics operations. I appreciate the opportunities for professional and personal growth that I have been given during my tenure.

In the coming weeks, I will do my utmost to ensure a smooth transition and to complete my responsibilities. I am more than willing to assist in training my successor to ensure continuity.

Thank you once again for the support and opportunities you have provided me. I hope to stay in touch and wish [Company's Name] continued success.

Sincerely,

[Your Name]