

Resignation Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as Logistics Supervisor at [Company Name], effective two weeks from today, [Last Working Day].

It has been a pleasure working with you and the team. I appreciate all the support and opportunities provided during my tenure. I am committed to ensuring a smooth transition and will do my best to complete outstanding tasks and assist in the handover process.

Thank you once again for the opportunity. I look forward to staying in touch.

Sincerely,
[Your Name]