

Formal Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 Department, effective [Last Working Day, typically two weeks from the date above].

I am grateful for the opportunities I have had during my time at [Company's Name], and I appreciate the support and guidance provided by you and the team.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the opportunities and experiences I have gained while working at [Company's Name]. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]