

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 in the Logistics and Supply Chain department, effective [Last Working Day, typically two weeks from the date above].

This decision was not easy to make. I am grateful for the opportunities I've had to learn and grow during my time here. Thank you for your guidance and support throughout my tenure. I have enjoyed working with the team and contributing to the success of [Company's Name].

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively. Please let me know how I can help during this transition period.

Thank you once again for the invaluable experience. I look forward to staying in touch and wish you and the team continued success.

Sincerely,

[Your Name]