

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position in the Supply Chain Department, effective [Last Working Day, typically two weeks from the date above]. This decision was not easy and comes after careful consideration of my personal circumstances.

I am grateful for the opportunities I have received while working at [Company Name]. I appreciate the support and guidance you have provided during my time here.

I will do everything possible to ensure a smooth transition and will assist in training my replacement if necessary.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]