

Subject: Resignation - [Your Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position as Supply Chain Coordinator at [Company Name], effective [Last Working Day, typically two weeks from the date of the email].

It has been a pleasure working alongside such a dedicated team and I am grateful for the opportunities for personal and professional growth during my time here. I appreciate your support and guidance throughout my tenure.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist during this period.

Thank you once again for the experience and support. I look forward to staying in touch.

Sincerely,

[Your Name]

[Your Contact Information]