

Resignation Letter

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

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

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I appreciate the support and guidance provided to me, which have contributed significantly to my professional growth.

I am committed to ensuring a smooth transition and will complete any outstanding projects or tasks before my departure. Please let me know how I can help during this process.

Thank you again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]