

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 supply chain department at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. I have enjoyed working at [Company's Name] and am grateful for the opportunities and experiences I have had here. I appreciate the support and guidance you have provided during my time in this role.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties before my departure. Please let me know how I can assist during this transition.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and wish you and the company continued success.

Sincerely,

[Your Name]