

Voluntary 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 as Supply Chain Analyst with [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunities I have had during my tenure at [Company Name]. Working with you and the team has been a valuable experience, and I appreciate the support and guidance you have provided me.

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

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

Sincerely,

[Your Name]