

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 Flight Operations Coordinator at [Company 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 greatly enjoyed working at [Company Name] and am thankful for the opportunities to grow both personally and professionally during my time here.

Please let me know how I can assist during this transition. I hope to maintain our professional relationship and wish the company continued success in the future.

Thank you once again for the support and guidance you have provided me.

Sincerely,

[Your Name]