

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

It has been a pleasure working with you and the team. I appreciate the opportunities I have had during my time at the company, and I am grateful for the support and guidance you have provided.

I will do my best to ensure a smooth transition during my remaining time and will finish my current responsibilities to the best of my ability.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]