

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Call Center Name]

[Company Address]

[City, State, Zip Code]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Call Center Name], effective [Last Working Day, typically two weeks from the date above].

Thank you for the opportunities for personal and professional development that you have provided me during my time here. I have enjoyed working with my team and appreciated the chance to help our customers.

Please let me know how I can assist during the transition period. I hope to keep in touch in the future.

Sincerely,

[Your Name]