

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 in the Client Services department 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 for professional and personal development that I have received during my time here. I am grateful for the support and guidance I've been afforded.

During the transition, I am committed to ensuring a smooth handover of my responsibilities and will do everything possible to assist in this process.

Thank you again for the opportunity to be part of [Company's Name]. I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,

[Your Name]