

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 as a Customer Care Representative 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 am grateful for the opportunities I have had during my time here and for the support you have provided.

During the remaining time, I will do my best to ensure a smooth transition and help train my replacement if necessary.

Thank you for everything. I hope to stay in touch, and I wish the company continued success.

Sincerely,

[Your Name]