

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 Customer Relations Representative at [Company's Name], effective [Last Working Day, typically two weeks from the date].

I have greatly enjoyed my time at [Company's Name] and appreciate the opportunities I have had to grow both personally and professionally. However, after careful consideration, I have decided to pursue a new direction in my career.

Thank you for your understanding and support. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure.

Sincerely,

[Your Name]