

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as a Customer Service Representative at [Company Name], effective [Last Working Day, typically two weeks from the date above].

Thank you for the opportunities I have received during my time at [Company Name]. I appreciate the support and guidance provided to me and have enjoyed working with my colleagues and serving our customers.

Please let me know how I can assist in making the transition as smooth as possible.

Sincerely,

[Your Name]