

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

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

This decision was not easy and took a lot of consideration. I have enjoyed my time working with the team and serving our customers. I appreciate the opportunities for personal and professional growth that you have provided me during my tenure.

Thank you once again for the support and guidance. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]