

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

I have greatly appreciated the opportunity to work with such a talented team and I am thankful for the support and guidance I have received during my time here.

I will ensure a smooth transition of my responsibilities before my departure. Please let me know how I can help during this transition period.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish the team and the company continued success.

Sincerely,

[Your Name]