

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]

## **Subject: Resignation Letter**

Dear [Manager's Name],

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

My time at [Company's Name] has been a great opportunity for professional and personal growth, and I am grateful for the support I received from you and my colleagues. However, I have decided to pursue another opportunity that will help me further my career.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my current responsibilities before my departure.

Thank you once again for the opportunity to be part of [Company's Name]. I hope to keep in touch, and I wish the team continued success.

Sincerely,

[Your Name]