

Resignation Notice

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

This decision was not easy for me to make, but after careful consideration, I have decided to pursue a new opportunity that will help me grow in my career.

I want to express my gratitude for the opportunities I have received during my time at [Company's Name]. I appreciate the support received from you and my colleagues, and I will miss working with the team.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively during my remaining time here.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]