

# Departure Letter

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally notify you that I will be resigning from my position as Customer Service Representative at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, and involved a great deal of consideration. I have truly enjoyed working at [Company Name] and am grateful for the opportunities to grow and develop my skills during my time here.

I appreciate all the support and guidance provided to me throughout my tenure. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the wonderful experience. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]  
[Your Contact Information]