

[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 a member of the Customer Service Team at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities for professional and personal development that you have provided me during my time with the company. I have enjoyed working alongside my colleagues and am grateful for the support and guidance I've received.

Please let me know how I can assist during the transition period. I hope to maintain professional relationships moving forward and wish the team continued success.

Thank you once again for everything.

Sincerely,
[Your Name]