

Resignation Notification

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].

I have greatly appreciated the opportunity to work with such a dedicated team and to serve our valued customers. This decision was not an easy one, but I believe it is in the best interest of my professional growth.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure.

Thank you again for the opportunity. I hope to stay in touch, and I wish you and the team all the best in the future.

Sincerely,

[Your Name]