

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

I appreciate the opportunities I have had during my time with the company and the support I received from my colleagues. I have learned a great deal and will carry these experiences forward in my career.

Please let me know how I can help during the transition period. I hope to stay in touch in the future.

Thank you once again for everything.

Sincerely,

[Your Name]