

Resignation Letter

[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 two weeks from today, [Last Working Day].

Working at [Company's Name] has been a valuable experience, and I appreciate the opportunities for personal and professional development during my time here. I am grateful for the support and encouragement from you and my colleagues.

Please let me know how I can assist during the transition. I hope to leave my responsibilities in good order for my successor.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]