

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as Customer Care Representative at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. I have enjoyed working at [Company Name] and appreciate the opportunities to grow personally and professionally. I am grateful for the support and guidance offered by you and my colleagues during my time here.

I will ensure a smooth transition and am happy to assist in training my replacement or providing any necessary documentation before my departure.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,

[Your Name]