

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

This decision was not easy, but after careful consideration, I have decided to pursue other opportunities that will allow me to grow my career further. I am grateful for the support and opportunities I have received during my time at [Company's Name].

I am committed to making this transition as smooth as possible and will ensure that all my responsibilities are up to date before my departure. Please let me know how I can assist during this period.

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

Sincerely,

[Your Name]