

[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 [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I want to express my gratitude for the opportunities I have received during my time here. Working in customer service has allowed me to develop valuable skills and build meaningful relationships with both colleagues and customers.

I will do my best to ensure a smooth transition and will complete any outstanding tasks to the best of my ability. Please let me know how I can help during this period.

Thank you once again for the support and guidance provided during my tenure. I look forward to staying in touch.

Sincerely,
[Your Name]