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# Basic Customer Service Role Resignation Letter Example

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Resignation Date]. I have enjoyed being a part of the customer service team and am proud of the service we provide to our clients.

While this decision was not taken lightly, I believe it's time for me to explore new opportunities. I am committed to assisting in the transition by sharing my knowledge and training my replacement.

I want to express my appreciation for the camaraderie and teamwork I've experienced during my time here. Thank you for the support and encouragement.

Best regards,

[Your Name]