

**[Name]**

100 Broadway Lane, New Parkland, CA, 91010

Cell: (555) 987-1234

example-email@example.com

Dear Mr. Carney,

Please accept my official notice of resignation from my call center representative position with IntelliSystems, Incorporated. My final day of work will be April 28, 2015. I have decided to move on due to the fact that I have received an offer of employment as a call center supervisor with another agency.

I value the experience I've gained here and am grateful for the support of my co-workers and supervisors. Thank you so much for allowing me the opportunity to learn on the job and gain such valuable skills. I know the time I've spent at this company has provided me a strong foundation for my career development.

I'm more than willing to assist you in any way possible to make sure my departure is smooth and seamless. Please let me know what I can do to help, such as training my replacement. I assure you all my paperwork and projects will be up-to-date before my last day. I can be reached at (555) 987-1234 should you need anything in the future.

Best,

Mary Hendricks