Dear TL Helen,

Please accept this letter as my formal resignation from my role as Customer Service Representative effective immediately.

I would like to take this opportunity to thank you for the knowledge and experience I have gained by working here. I am very grateful for the time I have spent on our team and the professional relationships I've built. It's been a pleasure working with you and I hope our paths will cross again in the future.

Sincerely,

Jerill**∉** Tapon