

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Store's Name]

[Store's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Store's Name], effective [Last Working Day, typically two weeks from the date above].

I want to take this opportunity to express my sincere gratitude for the experiences I've had while working here. It has been a pleasure to be part of such a dedicated team, and I appreciate all the support and guidance you have provided.

Thank you for the opportunities for personal and professional development that you have brought my way. I truly value the time spent at [Store's Name] and will cherish the relationships I've built.

Please let me know how I can assist during the transition. I hope to stay in touch, and I wish you and the entire team continued success.

Sincerely,

[Your Name]