

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Store Name]

[Store Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

Thank you for the opportunities for personal and professional development that you have provided during my time here. I appreciate the support from my colleagues and management, and I hope to maintain the relationships I've built.

I am committed to ensuring a smooth transition, and I will do my best to wrap up my duties before my departure.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]