

# Resignation Letter

Date: [Insert 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 as a part-time [Your Position] at [Store Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy to make, as I have enjoyed working with the team and serving our customers. However, I have accepted a new opportunity that aligns more closely with my career goals.

I will do my best to ensure a smooth transition during my remaining time here. Please let me know how I can help during this process.

Thank you for the support and opportunities I have received during my time at [Store Name]. I appreciate the experience and look forward to staying in touch.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]