

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from date].

I have greatly appreciated the opportunity to work with you and the team at [Company's Name]. My experience here has been invaluable, and I have learned a lot during my time in retail.

In order to help facilitate a smooth transition, I would like to request an exit interview at your earliest convenience. I believe it would be beneficial to share my experiences and provide feedback about my time working with the company.

Thank you once again for the support and opportunities you have provided me. I hope to stay in touch in the future.

Sincerely,

[Your Name]