

[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].

Thank you for the opportunity to be a part of your team. I appreciate the experiences and support I have received during my time here.

Sincerely,

[Your Name]