

Resignation Letter

Date: [Insert Date]

[Manager's Name]

[Store Name]

[Store Address]

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].

I have accepted a new job opportunity that aligns with my career goals, and while I am excited about this next chapter, I want to express my gratitude for the support and opportunities I have received during my time here.

Thank you for understanding, and I hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]

[Your Contact Information]