

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Bar's Name]

[Bar's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as a bar staff member at [Bar's Name], effective [Last Working Day, typically two weeks from the date above].

It has been a privilege to work alongside such a talented team. I have appreciated the opportunities to develop my skills and to contribute to the bar's success. This decision was not made lightly, as I have truly enjoyed my time here.

I am committed to ensuring a smooth transition during my remaining time and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the opportunity. I hope to stay in touch, and I wish you and the team all the best for the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]