

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 two weeks from today, [Last Working Day, e.g., Date].

This decision was not easy, and it took a lot of consideration. I am grateful for the opportunities I've had during my time at the store and the support from both the management and my colleagues.

During my remaining time, I will do everything possible to ensure a smooth transition and help with the training of my replacement if needed.

Thank you once again for the experiences and the growth I've achieved during my time at [Store Name]. I look forward to keeping in touch, and I hope our paths cross again in the future.

Sincerely,
[Your Name]