

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Manager's Name]

[Retail Store Name]

[Store Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Retail Store Name], effective [Last Working Day, typically two weeks from the date above].

It has been a pleasure to work with such a dedicated team, and I truly appreciate the opportunities I have had during my time here. I am grateful for the support and guidance from you and my colleagues, which has contributed to my professional growth.

During my remaining days, I will ensure a smooth transition and assist in any way to help train my replacement.

Thank you once again for everything. I hope to keep in touch, and I wish the team at [Retail Store Name] all the best for the future.

Sincerely,

[Your Name]