

# 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]. The reason for my resignation is my upcoming relocation, which will make it difficult for me to continue my employment at this location.

I would like to express my sincere gratitude for the opportunities I have had while working at [Store Name]. I have greatly enjoyed my time here and appreciate the support you've shown me throughout my tenure.

During my remaining time, I am more than willing to assist in the transition process to ensure a smooth handover of my responsibilities.

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

Sincerely,

[Your Name]

[Your Contact Information]