

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

**Dear [Manager's Name],**

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

I want to express my sincere gratitude for the experience I have gained during my time working in retail at [Company's Name]. The knowledge and skills I have acquired in customer service, teamwork, and inventory management have been invaluable, and I appreciate the opportunity to work with such a supportive team.

Thank you for the guidance and encouragement throughout my tenure here. I am truly grateful for the friendships I have built and the memories we have created together. I will cherish my time at [Company's Name] and will carry forward the lessons I've learned.

I will ensure a smooth transition and will assist in training my replacement if needed. Please let me know how I can help during this time.

Thank you once again for everything. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]